Mortgage Loan Checklist

Thank you for trusting Collegiate Peaks Bank with your financing needs. Please be prepared to provide the items below that pertain to your specific situation. Additional documentation may be requested as we process and underwrite your loan.

Income



Hourly, Salaried, Commission, Bonus	☐ Pay stubs from previous 30 days (from each employer) ☐ W-2 forms from previous 2 years for all employers
Self-Employed	☐ 2 years K-1 form(s) from all business partnerships ☐ If you have 25% or more ownership in a business, provide previous 2 years of business and personal tax returns ☐ Year-to-date profit & loss and balance sheet statements
Social Security	☐ Current year benefit award letter(s) and the previous 2 years 1099 if applicable
Disability	☐ Benefit award letter(s)
Retirement/Pension	☐ Benefit award letter(s) and/or current monthly retirement/pension statement

Assets



Bank & Deposits All Pages of Statements	☐ Most recent 2 months bank statements (or recent quarter) ☐ Most recent 2 months statement for all account(s) showing the funds needed to close ☐ Most recent 3 months business statements for all account(s) if self-employed
Investment Accounts All Pages of Statements – 401K, IRA, Stock, etc.	☐ Most recent 2 months statement(s) or recent quarterly statement
Gifted Funds (Cash Gift)	☐ If receiving a cash gift toward down payment or closing costs, consult with your lender for required gift letter and documentation.

Liabilities



Real Estate Owned Current or Second Home	☐ Recent mortgage statement (if financed) ☐ If owned free and clear, provide current property tax, home insurance, HOA statements as applicable
Real Estate Owned Rental Properties	☐ Recent mortgage statement (if financed) ☐ If owned free and clear, provide current property tax, home insurance, HOA statements as applicable ☐ Current 2 years tax, personal or business, returns as applicable ☐ Copies of signed lease agreement(s)
Alimony/Child Support/ Separate Maintenance	☐ Copy of divorce decree, separation agreement, child support (if applicable), and/or legal agreement that details continuing financial obligations
Liabilities NOT Showing on Your Credit Report	☐ Provide details of the liability including: name and address of creditor, the balance owed, payment terms, and purpose
Bankruptcy	☐ Provide copy of bankruptcy discharge papers if bankruptcy discharge in last 7 years

Subject Property



Gifted Equity (Purchase Transaction)	☐ Copy of fully executed purchase contract and all addendums ☐ Copy of earnest money check ☐ Name and phone number of your home insurance ☐ If property has a private water well, copy of well log may be required ☐ Trust Documents, if applicable