

APPLICATION CHECKLIST

Please fill out all applicable fields below.

Required

- Last 2 years W-2's and Federal Tax Returns including all schedules
- If self-employed: Last two years' corporate tax returns and year-to-date profit & loss statement
- Past 30 days computerized pay stubs, to include year-to-date earnings
- 2 months current bank and asset account statements including all pages (no screen prints)
- Driver's license or state ID card
- Purchase Agreement (if applicable)
- Copy of cancelled earnest money check
- Check or CC# for _____ application fee

If Applicable

- Condominium declarations, bylaws, and budgets
- Copy of gift check and signed gift letter

If you own additional real estate, please provide the following documentation for each property:

- Copy of current mortgage statements
- Copy of tax bills
- Copy of leases
- Copy of home owner's insurance bills or Agent contact information

Other

- _____
- _____
- _____
- _____
- _____

Names and phone numbers for (applicable to purchases):

● Listing Agent:

Name _____

Phone _____

● Selling Agent:

Name _____

Phone _____

● Seller's Attorney:

Name _____

Phone _____

● Buyer's Attorney:

Name _____

Phone _____

For more information, please contact :



BOB FRIEL

President, NMLS# 332039

cell: (815) 355-3785

Bob@FrielGoodMortgage.com

www.FrielGoodMortgage.com



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