



# New England Federal Credit Union

## Mortgage Checklist

**Please use this checklist to identify the documentation needed to proceed to the next step in your mortgage loan request.**

### **For All Transactions:**

- Copy of most recent paystub with year-to-date totals for each borrower
- Copy of last two years W-2 forms or 1099R's (if applicable) for each borrower
- If self-employed, commissioned, or using rental income: copy of two years signed personal federal tax returns including all schedules
- If business is an S Corp. or Partnership: copy of two years business tax returns with all schedules and applicable K-1's
- If using other sources of income:
  - Copy of Social Security, Retirement, and/or Disability Award Letter
  - Copy of Divorce Decree or Child Support Order
- Copy of two months complete bank/asset statements (only for accounts with other institutions)
- Copy of most recent retirement statements (all pages needed)
- If bankruptcy occurred in the last seven years: a complete copy of bankruptcy paperwork
- Copy of property tax bill on any owned property (even if you currently escrow with NEFCU)
- Copy of current mortgage statement on any owned property (if mortgage is with another lender)

### **For Purchase Transactions:**

- Copy of the completed and signed Purchase & Sales Contract (and all addendums), including a copy of the deposit check and the Multiple Listing Sheet, if available
- Name, address, and phone number of the Seller and/or Realtor
- Copy of property tax bill for subject property
- VHFA loans: copy of most recent three years signed personal federal tax returns

### **For Refinance Transactions:**

- Copy of credit card or loan statement(s) if you are consolidating any debt as part of your refinance
- Copy of Declaration page for current homeowner's insurance coverage

***Additional documentation may be required by Underwriting.***