



New England Federal Credit Union

Mortgage Application Checklist

In addition to your loan application, please use this checklist to identify what documents you may need to provide to your Mortgage Officer at time of application.

For all transactions:

- Copy of last 2 years W-2 forms for each borrower
- Most recent month-end pay stubs with year-to-date totals if possible
- For other sources of income:
 - Copy of Social Security/Retirement/Disability award letter (if applicable) and proof of receipt
 - If child support is used as income, a copy of the child support Court Order and three most recent months of canceled checks (additional canceled checks may be required)
 - If self-employed or commissioned, two years signed personal federal tax return including all schedules
- If bankruptcy occurred in the last seven years, a complete copy of bankruptcy paperwork (filing to discharge)
- Complete divorce decree or separation agreement (if applicable)
- For FHA loans, a copy of the current Mortgage Deed, Multiple Listing Sheet and evidence of your social security number, if not already supplied on your W-2 or pay stub

For purchase transactions:

- A 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
- If funds for the down payment and closing costs are coming from a financial institution other than NEFCU, copies of two months statements are needed
- Name, address, and phone number of the Seller and/or Realtor

Items needed in preparation for closing:

- Homeowner's insurance binder naming NEFCU ISAOA ATIMA as first mortgagee (and second if closing on a home equity loan)
- A certified check or bank check for funds needed at closing (if applicable)

Additional documentation may be required in some circumstances.