

Residential Loan Checklist

- ❖ **Application:** Completed Uniform Residential Loan Application (URLA)
Fannie Mae Form 1003 (Application Fee \$100.00)
<https://singlefamily.fanniemae.com>
- ❖ **Title Documents:**
Communal Land: Separation Agreement; 55years Communal Land Lease approved by the Governor; Land Survey
Individually Owned Land: Warranty Deed or Quit Claim Deed; Land Survey
- ❖ **Construction Loans:** Blueprints, Building Permits, Cost Estimate
All contractors risk insurance(required)
- ❖ **Home Insurance:** Full cover Hazard Insurance inclusive of Fire, Cyclone, Earthquake, Flood (required for the term of the loan)
- ❖ **Appraisal/Valuation** required. (Minimum cost \$700)
- ❖ **Income Verification**

Govt & Agencies: <ul style="list-style-type: none"> ▪ 303 Form (within 30 days) ▪ 3 most recent consecutive paystubs ▪ 2 years tax returns W2 forms 	Private Sector: <ul style="list-style-type: none"> ▪ Verification of Employment Letter ▪ 3 most recent consecutive paystubs ▪ 2 years tax returns W2 forms
ASG Retirement: <ul style="list-style-type: none"> ▪ Award Letter ▪ 3 months bank statements 	VA Benefit: <ul style="list-style-type: none"> ▪ DFAS CL 7220/148 ▪ 3 months bank statements
Social Security: <ul style="list-style-type: none"> ▪ Award Letter ▪ Form 1042 1099 Aliens 1049 US Citizen/Nationals 	Military: <ul style="list-style-type: none"> ▪ 3 recent LES ▪ Letter from Command Station
Pensions: <ul style="list-style-type: none"> ▪ Award Letter ▪ 3 months bank statements 	Rental Income: <ul style="list-style-type: none"> ▪ Lease Agreements ▪ 3 years tax returns ▪ 3 years bank statements

- ❖ **Identification:**
Primary ID's: Drivers License, Passport, Military ID (do not photocopy), Alien Immigration Card,
Secondary ID's: Marriage Certificate, Birth Certificate, Social Security Card
- ❖ **Title Search Fees:** \$15.00
- ❖ **Recording Fees:** \$50.00 Mortgage; Title Document \$100.00