



NMLS # 203649
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FAX (844)300-1046
MGILES@MORTGAGELINC.NET

REQUIRED DOCUMENTATION FOR ALL LOANS

We will need the items below to complete this transaction. You can fax or scan these items back to your loan officer. Please put each item on a separate piece of paper. You will be receiving a second email from our processing team with your initial disclosures. Thanks!

- Clear copy of your driver's license with legible front for both you and your spouse. Use your cell phone to take a picture of your DL and SS card and attach or Email to me.
- Copy of Social Security Card, Passport, or Birth Certificate for both you and your spouse.
- One month's pay history via most recent paystubs for both you and your spouse (if you are paid monthly 1 paystub, bimonthly 2 paystubs, bi weekly 3 paystubs, weekly 5 paystubs)
- W2 forms for 2021 and 2022 for both you and your spouse
- Complete tax returns with all schedule and all pages for 2021/2022. IF you get paid by commissions, bonuses, show any overtime, have a side job, or have any other type of income other than a straight hourly or salary W2 job, we will use a two year average.
- Two most recent complete bank statements showing name and address, **all pages** please. An online snapshot will not work, we need it in PDF form, please.
- Copy of your of homeowner's insurance company's declaration page.
- Name and number for Human Resources department (need the name or someone we can talk to) or supervising manager so my closing department can do a verification of employment for both you and your spouse.
- Year house was built and original purchase price when you purchased it.
- Check for the appraisal to the Appraisal Management Company to be determined in the amount of \$500 or the credit card authorization form. See me on this
- Billing statement for all accounts other than the mortgage that we are to pay off for you. Make sure that the bill has the most up to date balance and a mailing address for my girls in processing to mail it off for you.
- Hand signed Copy of the attached Borrower's Authorization to allow for us to receive payoff(s) for bills, submit to lender, etc.
- Ages of all dependent children that live with you under the age of 18.

2131 DATA OFFICE DRIVE SUITE 250 BIRMINGHAM, ALABAMA 35244