



NMLS # 203649
(205) 987-2350 Direct (770) 617-1281
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REQUIRED DOCUMENTATION FOR ALL LOANS

We will need the items below to complete this transaction. You can scan (Preferably) or fax these items back to your loan officer. These need to be in PDF format, not a screenshot or photo. 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 a 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 it 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 2022 and 2023 for both you and your spouse
- Complete tax returns with all schedules and all pages for 2022 and 2023. If you get paid by commissions or 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 homeowner's insurance company's declaration page.
- Name and number for the 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 the house was built and the 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 the lender, etc.
- Ages of all dependent children that live with you under the age of 18.

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