

DOCUMENT CHECKLIST

PLEASE PROVIDE A COPY OF EACH OF THE FOLLOWING

A. **INCOME:**

1. _____ 2 years State & Federal Tax Returns or tax transcripts.
2. _____ 6 months paystubs for each employed person in household (*including non-filing spouse*).
3. _____ 6 months of documents showing income from other sources (government benefits, pensions, retirement accounts, self-employment profit & loss statements, etc.).
4. _____ Documents showing anyone else giving you money in the past 6 months (*regular gifts, payments of certain bills, etc.*).

B. **HOME:** (Including Mobile Homes)

5. _____ Deeds for all land and buildings owned in the past 2 years, or title & bill of sale for mobile home - **even if the property is located outside of the U.S.**
Please include closing statement for any land or buildings that you have sold in the past 2 years
6. _____ Current statement for each mortgage showing payoff balance – *even if you are keeping the property.*
7. _____ Most recent property tax bill(s) for all real estate owned.
8. _____ Most recent statement from each utility, including cell phones.

C. **VEHICLES:** (Cars, boats, quads, motorcycles, motor homes etc.).

9. _____ Titles or registrations for all vehicles.
10. _____ Most recent statement for each vehicle payment.

D. **FINANCIAL:**

11. _____ 90 days of statements for each credit card.
12. _____ 6 months of statements for every bank account, money market, stock account, and certificate of deposit in your name – *even if the money in the account doesn't belong to you.*
13. _____ Your most recent statement for all retirement accounts (*IRA, 401(k), pension*).

E. **INSURANCE:** Declarations page for

14. _____ Auto, all other vehicles (including snowmobiles, ATVs, motorcycles, campers, motor homes).

15. _____ Homeowners/liability insurance (*including riders for personal property*).

F. **FAMILY MATTERS:**

16. _____ Court orders for child support, spousal support.

17. _____ Divorce settlement agreements.

18. _____ If you are paying spousal support or child support, documentation of past 6 month's payments.

F. **MISCELLANEOUS:**

19. _____ Documents for all loans taken out during the past 3 years.

20. _____ Pleadings from all lawsuits pending or filed in the past 2 years (*include lawsuits filed by you AND against you*).

21. _____ Your credit report, if available. You can obtain one free credit report from each major agency each year through www.annualcreditreport.com.

Return to:

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