



From our house to yours, we get you home.

## REQUIRED DOCUMENTS CHECKLIST

This check list itemizes all of the documents we need to complete your mortgage application and get you a mortgage. We suggest that you print out this check list and use it to help you gather the documents you need to complete your application. **PLEASE DO NOT SEND ORIGINAL DOCUMENTS. We need copies of the original documents ONLY.** PHMC cannot accept responsibility for the return of original documents.

### STEPS TO COMPLETING YOUR MORTGAGE APPLICATION

- Collect the Required Documents as described below
- Download and print out the Required Disclosures from the website. These must be signed and added to the Required Documents.
- Complete the APPLY ONLINE form if you have not already done so. This form is different than the Rate Lock Request form. (It is a good idea to print out the Online Application Questionnaire when you have finished it and include a printout in your package, but this is not necessary.)
- Send the Required Documents, Required Disclosures, and a copy of the Apply Online form to the address listed at the bottom of this page, or fax to the phone number provided below.

### REQUIRED FROM ALL BORROWERS

- **Personal Identification:** Please provide us with a copy of the current driver's license or a current passport for each borrower.
- **Pay Stubs:** Most recent MONTH'S WORTH for each borrower
- **W2 statements** from last two tax years (if you received them, you must present them.)
- **Bank Statements** – 3 MOST RECENT months each active account. Make sure to include ALL of the pages from each statement. This is very important.
- **Valid Photo I.D.:** Acceptable IDs are clear copies of un-expired driver's licenses from the 50 states, passports, green cards, resident alien cards. None other will be accepted.
- You may not use statements printed from the internet to satisfy this requirement. Statements must be printed on official stationary of the financial institution. Some institutions have online reports that are virtually identical to their printed reports. These are usually accepted.
- **Xerox copies** of a bank passbooks are not acceptable. If you have a passbook account, you MUST get a statement of your account from your bank to verify the amount on deposit.



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- **Other Assets** – Most recent statement from savings, investment accounts, IRA, 401K and other retirement accounts (see bold statement above.)
- **Separated or Divorced?** Complete copies of separation agreements or divorce decrees are required.
- **Self Employed?** See below!
- **Retired?** Most recent Social Security and Pension Award Letters are needed
- **Employment Gap?** If there has been a gap of more than 30 days between jobs during past two years, write a SHORT letter telling us why.
- **Recent Graduates:** If graduated in the past two years, copy of High School Diploma, College Degree, or other documentation. (A letter from the registrar if you are about to graduate but do not yet have your degree.)
- **Bankruptcy or Foreclosure?** If you have declared bankruptcy or suffered a foreclosure during the past four years, a copy of decree and discharge papers, or foreclosure documentation, is required.
- **CONDOMINIUMS:** Before we can close your loan we will need copies of the following documents:
  - The Unit Deed for the unit you are purchasing or refinancing
  - The Master Deed or trust document for the development
  - The Articles and By-laws of the condominium association
  - The current year operating budget and most recent profit and loss statement from the condominium association.

**DO NOT FAX CONDO DOCUMENTS. PLEASE SEND THEM BY OVERNIGHT CARRIER ONLY!**

### REQUIRED FOR PURCHASE TRANSACTIONS

If this is a pre-approval and you do not yet have at least a signed offer, skip this section completely even though you are doing a purchase transaction.

- **Signed Offer To Purchase or Purchase & Sales Agreement.** We need the Purchase and Sale to complete the transaction, but we can begin on the basis of the signed offer alone.
- **Escrow Letter** from broker or seller indicating certifying receipt of funds and stipulating amount.
- **Broker Involved?** Names, addresses and telephone numbers of Listing and Selling Brokers.
- **No Broker?** Seller's name and address and telephone numbers
- **Current Deed** Book and Page numbers
- **Current Real Estate Tax Bill**
- **FIRST TIME HOME BUYERS:** 12 months of cancelled rent checks or landlord affidavit
- **RECEIVING A GIFT?** Please let us know the amount of the gift so we can provide you with the forms needed..



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- **Sale of Current Home Pending?** If sale of current home is pending, we need a copy of the listing, signed offer to purchase or P & S on your present home. If previous home has already been sold, a copy of HUD 1 settlement form is required.
- **Investment Property?** If you have rental properties we need 1040s for past two years signed in BLUE ink (NO originals!).

### REQUIRED FOR REFINANCE TRANSACTIONS

- **Current Title Insurance Policy:** If you are expecting a discount on your title insurance, you must provide a copy of your most recent title insurance policy (all pages.) The title policy **must** be in the required documents package in order to qualify for the discount. There will be no exceptions to this policy. If you don't want the title insurance discount (???), you don't need to supply the title policy.
- **Current year Property Tax Bill**
- **Coverage Page of Homeowners Insurance**
- **Most Recent Mortgage Statement** If you have more than one mortgage, the most recent statement for each mortgage - even if it is not on the subject property. (This information appears on your credit report, but we still have to verify it.)
- **SUBORDINATIONS:** If you are requesting that we subordinate an existing mortgage, you must provide a copy of the promissory note you signed when you took out the second mortgage. Remember that subordinations cost 1/4 point and take more time than regular transactions.
- **Investment Property?** If you have held investment properties for more than a year we need 1040s for past two years, all pages.
- **DEED?** If you have the deed in hand, send us a copy. If you do NOT have the deed at hand, please do NOT hold up your required documents. The deed isn't needed at the beginning of the mortgage process.
- **CASH OUT?** A note explaining how funds will be used. If you are paying off other debts, please include the most recent statement from the revolving or installment loans you wish to pay off.

### SELF-EMPLOYED

Are you self-employed? You might not think so, but the answer may be YES if you received a 1099 Statement at the end of the year instead of a W2. If you earn more than 25% of your income through self-employment, you are considered self-employed even though you have also have a full-time job. If you own more than 25% of the company, you are considered self employed even if you are paid with a W2. And, if your co-borrower is self-employed, both borrowers are treated as if they are self-employed.



If you do NOT need the income from self-employment to qualify for the mortgage you are seeking, then you do NOT have to report the income from self-employment.

Here are the documentation requirements for different types of self-employment situations:

- Sole Proprietorships: Signed federal income tax returns (form 1040) for past two years – all pages
- Partnerships Signed Partnership Tax Returns (form 1065) for past two years – all pages with K1 form
- S Corporation Signed Business Tax Returns (form 1120S) for past two years – all pages with K1 form
- C Corporation Own less than 25% of the company? You are not considered an owner. Submit pay stubs and W2 statements for most recent two years
- Own more than 25%? Signed Corporate Tax Returns (form 1120) for past two years – all pages
- More than four months into tax year? Current Year to Date Profit & Loss Statement. [Click here for a sample](#)

## **HOW TO SEND THE REQUIRED DOCUMENTS**

### **MAIL DELIVERIES**

We strongly recommend the use of an overnight carrier to send us your documents. Its faster, and more reliable, than the regular mails. Do NOT use Registered Mail or Priority Mail from the US Postal Service. These services require us to sign for delivery and they often attempt delivery when there is no one here to accept the package.

Please send your required documents to the following address:

**POWDER HOUSE MORTGAGE COMPANY  
ATTENTION: INTERNET MORTGAGES  
775 BROADWAY  
SOMERVILLE, MA 02144**

All overnight carriers require a telephone number at the delivery site. Use this number: (617)666-8555.

### **FAX INSTRUCTIONS: 617-284-9266**

If you wish to fax your documents to us, please make sure that all of the pages are facing the same direction and that you are including ALL of the pages required for each document.

**HAND DELIVERIES:** You can also drop off your required documents at our Somerville Office. For after hours deliveries, there is a mail slot next to the door.