

MY Mortgage Brokerage

LICENSED MORTGAGE BROKER – NYS BANKING DEPARTMENT

160-03 Horace Harding Expressway, Flushing, NY 11365

Tel: (718) 886-4438 Fax: (718) 445-9003

In order to expedite your mortgage process, we must have photocopies of the following documents:

1. ____ Mortgage Note of the existing 1st mortgage
2. ____ 2 years most recent W2's and tax returns
3. ____ Current paystubs for last 30 days
4. ____ If self-employed, 2 years most recent personal and business tax returns and a year-to-date Profit and Loss statement
5. ____ Last 3 months bank statements (all pages) for all accounts
6. ____ Copy of your monthly mortgage statement and last 12 months cancelled rent/mortgage checks.
7. ____ Social security card
8. ____ A check of \$_____ for Appraisal
9. ____ Signed contract of sale
10. ____ Deed
11. ____ Cancelled down-payment check (front and back)
12. ____ If receiving a gift, complete gift letter form (ask us for a copy), provide a copy of gift check (front and back) and the giver's last 3 monthly bank statements against which account the gift money is drawn
13. ____ Letter from your CPA proving self-employment of at least 2 years
14. ____ A copy of all lease/rental agreements for all leased properties
15. ____ Divorce/separation papers
16. ____ Driver license copy