

Mortgage Loan Checklist

All you need to know to get started!

When applying for a mortgage, we will request the following information for each applicant.

You will want to have these documents available when you meet with an Everett Co-operative Bank loan representative.

Other documents may be required to complete the application process. Our loan representative will contact you in the event that additional documentation is needed.

Verification of Income

- Other documents may be required to complete the application process. Our loan representative will contact you in the event that additional documentation is needed.
- Copies of your W-2's from the last two years.
- Copies of your most recent pay stubs from the last two weeks with year to date earnings.
- Copies of Social Security checks, Retirement pensions, Disability checks. If any of these items are directly deposited into a Bank account, we will need a copy of your most recent statement showing these deposits.
- If self-employed, copies of your past two years' federal tax returns and a year-to-date profit and loss statement.
- If you own rental property, copies of your past two years' federal tax returns.
- Copies of your past three months' bank statements. These statements should include your address, account number, and balance.
- Copies of your past three months' additional income or asset statements (i.e., stocks, bonds, mutual funds, IRAs, rental income, etc.).

Verification of Credit Expenses

- A list of outstanding loans including address, account numbers, monthly payment amounts, and outstanding balances.
- A list of credit cards including account numbers and outstanding balances.

Verification of Property Purchase

- If you are purchasing property, please provide a Purchase and Sale agreement, fully executed by all parties. An Offer to Purchase may be substituted on a temporary basis.