



NMLS # 203649  
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MGILES@MORTGAGELINC.NET

## REQUIRED DOCUMENTATION FOR ALL LOANS

**We will need the items below to complete this transaction. You can fax or scan these items back to your loan officer. 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 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 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 2020 and 2021 for both you and your spouse
- Complete tax returns with all schedule and all pages for 2020/2021. IF you get paid by commissions, 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.
- Copy of your of homeowner's insurance company's declaration page.
- Name and number for 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 house was built and 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 lender, etc.
- Ages of all dependent children that live with you under the age of 18.

**2131 DATA OFFICE DRIVE SUITE 250 BIRMINGHAM, ALABAMA 35244**