

Please e-mail or fax to:  
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## *VA Purchase Application Checklist*

### **Basic documents:**

- Filled out 1003 Uniform Residential Loan application
- Signed Borrowers' Certification and Authorization
- Copy of fully executed REPC with all addendums and signed by all parties
- Copy of cancelled earnest money check (front and back)
- Copies of ID's and SS cards for all borrowers on the loan.
- Most recent 30 days check stubs from each employer.
- Past 2 year's w2's for each employer.
- Most recent 2 tax years with ALL schedules.
- Most recent 3 months of bank statements, all pages included, even if blank.
- Recent copies of any assets, including 401K, Retirement, Investments - ALL pages, even if blank
- Proof of Homeowner's insurance - company name, policy number, agent name and contact.
- Copy of mortgage statements for all mortgages, with full account numbers listed.

- Copy of Mortgage Note (all pages) and HUD-1 Settlement Statement.
- Rental contracts if rental income is used to qualify.

### **Self-Employment Checklist:**

- K-1 Schedules for all businesses listed on the 1040 returns.
- If the K-1 shows 25% or more ownership, you must have 2 years business taxes for each business – all pages and all schedules.
- CPA letter stating the existence of the business, or a copy of a current business license for each business.
- If you are trying to omit debts because they are paid from the business, you must have 12 months cancelled checks showing the payments coming out of the business account.

### **Retirement checklist**

*If you are using SSI to qualify, you will need:*

- The current year's Award Letter from the Social Security Administration. You will also need proof of continuance if you are younger than 65 years.
- Prior 2 years 1099 forms showing the SSI amount paid for the year.

- Recent 3 months of bank statements showing the monthly SSI deposits.

*If you are using other forms of Retirement Income/Annuities*

- Current year's retirement awards letter and proof that the income will continue for at least 3 years.
- If using Investment accounts/Annuities to qualify, you must have the most recent account statement showing enough funds in those accounts to prove a 3year continuance. Annuities must be government backed to use.

**Additional:**

- If you have recently divorced or married, please provide copies of the Divorce Decree and/or Marriage Certificate.
- If using child support/alimony to qualify, please provide a copy of the Divorce Decree.
- If property is vested in a trust, copies of the Trust Agreement are needed.
- If there are disputed items on your credit report, you must provide letter from each creditor stating that the account is no longer in dispute.
- If your current mortgages are not reporting on your credit report, you must provide a 3year mortgage history.

- If you are using disability income, you will need proof that the disability is permanent (Doctor's letter for example) and that the income will continue for at least 3years.
- Recent loans that have not yet been reported on the credit report need to be documented, along with a copy of the paperwork.
- You will need to provide a paper trail for any large deposits or debt being paid off, showing the source of the funds.
- If your property has a Homeowner's Association (HOA), please provide the name and number.

### **VA specific requirement**

#### **Nearest living relative information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Phone number: \_\_\_\_\_