

Capital Processing Checklist

ALL LOAN APPLICATIONS SHOULD INCLUDE THE FOLLOWING:

- *Processing Submission Page
- *Completed 1003 Application
- *Copy of Good Faith Estimate (GFE)
- *Credit Report
- *All Signed Disclosures
- *Signed Borrowers Authorization Form
- *Copy of any Lender Underwriting Decision and Pricing/lock

INCLUDING THIS ADDITIONAL INFORMATION WILL HASTEN THE PROCESS

- *Copy of the Purchase Contract, signed by all buyers and sellers (for purchase transactions).
- *Pay stub(s) covering the most current 30-day period for each applicant.
- *W-2 forms for the last two years, for each applicant.
- *Bank statements for the past two months, for all checking and savings accounts.
- *Name, address, and phone number of landlord for the last 12 months, (if applicable).
- *401K and IRA statements (if applicable).
- *Investment and account statements for the past two months, if applicable (mutual fund accounts are an example).

SELF-EMPLOYED OR COMMISSION BASED INCOME

- *Copies of last two year's personal and business federal signed income tax returns (signed in blue ink)
- *Year-to-date Profit and Loss Statement and Balance Sheet (self-employed only)

Fax file to: 866-496-4946

Email point file to: submissions@capitalprocessingllc.com