



# Douglas National Bank

## RESIDENTIAL MORTGAGE DOCUMENTATION CHECKLIST

- \_\_\_ Completed and signed application
- \_\_\_ 1 month of most recent paystubs from each borrower – with YTD numbers
- \_\_\_ 2 most recent years of W-2's
- \_\_\_ 2 most recent years of tax returns (or 2 years + extension)
- \_\_\_ 2 months statements on any asset listed on application (checking, savings, stocks, retirement, etc.)
- \_\_\_ Copy of executed sales contract – include all addendums
- \_\_\_ Photo ID of each borrower
- \_\_\_ Current mortgage statement
- \_\_\_ Divorce decree (if applicable)

Attorney \_\_\_\_\_

Insurance Agent \_\_\_\_\_

Realtor \_\_\_\_\_

### April Snipes

Mortgage Officer  
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