

REAL ESTATE CHECKLIST

Thank you for your interest in obtaining a real estate loan through Honor Credit Union. Please be assured that our Real Estate Team will work to process your application as quickly as possible. We look forward to working with you and thanks again for choosing Honor Credit Union as your financial partner.

MORTGAGE LOANS	HOME EQUITY	PURCHASE	REFINANCE	DOCUMENTATION
		☐		Completed and signed sales contract for the property being purchased
		☐		Completed and signed purchase agreement for sale of current home (if applicable)
		☐	☐	Last two months' statements from depository institutions (other than Honor)
	☐	☐	☐	Last two years' W-2s, plus the most recent pay stub for all borrowers
	☐	☐	☐	Last two years' completed and signed federal tax returns (if self-employed or have rental income)
	☐	☐	☐	Copy of award letter if paid on Social Security or Disability
	☐	☐	☐	Last two years' corporate tax returns (if self-employed) *own 25% or more of business
	☐		☐	Copy of homeowners insurance

CONSTRUCTION LOANS	PURCHASE / REFINANCE	DOCUMENTATION
	☐	Construction proposal from contractor signed by contractor and borrower(s)
	☐	Specifications of home to be constructed
	☐	Blueprints
	☐	Copy of contractor's license
	☐	Copy of contractor's draw schedule
	☐	Legal description of site or property

Things to Keep in Mind

- Do not apply for other credit such as auto loans or credit cards as this may affect your mortgage qualification. This includes co-signing on loans for friends or family.
- Do not start any home improvement projects and notify your loan officer immediately if you have any unfinished or unpermitted projects pending.
- If you are planning a job change, please discuss with your Mortgage Loan Officer as soon as possible.
- If your purchase down payment includes funds from family gifts or funds moved from another institution, discuss this with your Mortgage Loan Officer to insure proper documentation is followed.