

Home Refi Loan Checklist

Homeowners Insurance
Bank Statements for the last 2 months
Investment Statements / Retirement Statements most recent (if applicable)
1099 / Award Letter (if applicable)
W2's for last 2 years
Federal Tax Returns for last 2 years
Paystubs for last 2 pays
Title Company Information
Copy of most recent Mortgage Statement
Copy of most recent credit card or loan statements (if paying off with proceeds)
Self Employed: 1099 and/or K1 last 2 years
 Business Tax Returns if you are 25% or more owner for last 2 years
 YTD Profit and Loss
Rental Income: last 2 years tax returns and current lease agreements

The Middlefield Banking Company Mortgage Checklist

All Loans will need the following

- ☐ \$350 application fee
- ☐ W-2 Employee:
 - W-2 statement - Most recent two years
 - Pay stubs - Year-to-date (YTD) income on two most recent stubs
- ☐ Self-Employed:
 - 1099 - Last two years with K-1 (if available)
 - Individual & Corporate Federal Tax returns - Last two years (all schedules)
 - YTD Profit & Loss (does not have to be accountant prepared)
- ☐ If Rental Income we need the past two years tax returns and current lease
- ☐ Bank Statement - Most recent two months (all pages)
- ☐ Gift Letter completed and signed
- ☐ One form of Primary ID or two forms of Secondary ID

Home Purchase

- ☐ Copy of the fully executed purchase agreement with all addendums. Ensure it is signed and dated by all parties
- ☐ If a Real Estate Agent is involved, contact information
- ☐ Homeowners insurance information (Flood insurance if applicable)

Mortgage Refinance

- ☐ Copy of Mortgage Bank Statement for all loans on subject property
- ☐ Copy of prior title work (could save money at closing)
- ☐ Homeowners insurance information (Flood insurance if applicable)
- ☐ If improvements are being completed:
 - Need a breakdown of improvement
 - Materials cost list
 - Drawings if expanding or adding
 - All bids supporting the work

Construction Mortgage

- ☐ **DO NOT START ANY WORK** before your mortgage is filed unless you have permission (Title insurance issue which could hold your closing up for 6 months)
- ☐ Purchase contract for land or legal description of property with new address
- ☐ If Refinance a copy of prior title work with Legal Description and Settlement Statement from Title Company
- ☐ Completed Building Package including:
 - Construction cost breakdown
 - Material list
 - **All bids** to support the completion of the project.
- ☐ Contract with Builder (if applicable)
- ☐ Homeowners insurance information (Flood insurance if applicable)

* Documentation not required until receipt of Loan Estimate and Intent to Proceed is provided.

