



# PRE-APPROVAL LOAN APPLICATION CHECKLIST

**Before you start your home search, it is important to secure loan pre-approval. We recommend that you have the following information available when you meet with your Key Mortgage loan officer.**

## All applicants:

- Employer information for the last 2 years: name(s), address(es), phone numbers
- Your home address for the last 2 years
- W-2 forms for all jobs in the last 2 years
- Most recent 30 days of pay stubs, including year-to-date earnings
- Signed personal tax returns for the last 2 years with all schedules
- Most recent 2 months bank statements for all accounts – ALL PAGES
- Most recent statement for any stocks, bonds, mutual funds, IRAs, 401ks, etc.
- Picture identification (drivers license, state I.D., etc.)
- Non-U.S. citizens: resident alien card or U.S. visa

## If applicable:

- Fully executed copy of sales contract with all riders and attorney information
- Gift letter, fully executed
- Divorce decree
- For each other property owned: address, current market value, recent mortgage statement, home owners insurance declarations page, property tax bill, lease
- Bankruptcy discharge papers
- Corporate tax returns for the last 2 years **Applicable for Self Employed**
- Partnership returns for the last 2 years **Applicable for Self Employed**
- Year-to-date profit-and-loss statement **Applicable for Self Employed**

## Other Items:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



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**Your Dreams**  
**Your Terms**  
**Your Loan**

**Awarded Lender of the Year Two Years in a Row**  
 — Chicago Agent magazine

