Pre-approval Required Documentation Checklist

509-440-0677   www.desertcanyonmortgage.com

Thank you for choosing Desert Canyon Mortgage Company! The following is a list of all the items needed to complete your loan pre-approval. Please return all of the items noted as quickly as possible. Thank you in advance for your prompt attention to this request. Should you have any questions please know that an experienced loan officer is always as close as your phone! Feel free to text, call or email us with any questions!

- ☐ Last 30 days current paystubs for all borrowers. *(Leave & Earnings Statement if Military)*.

- ☐ The last 2 years' filed personal tax returns *(all schedules & all pages)* please sign and date.

- ☐ The last 2 years' filed business tax returns *(all schedules & all pages)* please sign and date. Please include the K1 documents as needed. *(If self employed)*

- ☐ The last 2 years W2s for all borrowers documenting your employment history as stated on your loan application.

- ☐ Award Letters for Social Security, disability, retirement and/or pension income as stated on your loan application.

- ☐ The last 2 most recent month's statements for bank and/or investment accounts documenting funds as stated on your loan application. Please provide the source of any large deposit that is not clearly marked as payroll. Please contact me if you have any questions about what documentation to provide to support a deposit.

- ☐ Divorce Decree and/or Parenting Plan if you are paying or receiving child support or alimony.

- ☐ Bankruptcy or Foreclosure or Loan Modification or Short Sale Documentation if needed. *(all pages)*.

- ☐ Current Mortgage Statement for each of your financed properties.

- ☐ Contact for Home Owner's insurance. We can refer an agent if you would like.

- ☐ Current Picture I.D.

FOR VA LOANS ONLY

- ☐ DD214 (Statement of Service). Member Copy 4

Where to send your files:

fax: (888) 505-2937
email: lisa@desertcanyonmortgage.com
upload: www.desertcanyonmortgage.com/applynow