

RMC Vanguard Mortgage Corporation

Documents Requested, Purchase Transaction

This list covers most of what is required for a fully documented loan. However, additional items may be requested during the processing of your loan application. We appreciate your patience.

Income

- Most recent 30 days of pay stubs with year to date figures.
- Most recent 2 year's W-2, K-1's, and/or 1099 Forms
- Most recent year's Personal Federal Tax Returns with all attachments and schedules
- Most recent 2 years Business Tax returns with all attachments and schedules **if** ownership is 25% or greater
- Most recent year-to-date Balance Sheet and Profit and Loss Statement on company **if** ownership is 25% or greater

Assets

- Last 2 month's period statements, all pages, of checking, savings and any investment accounts. On-line printouts must include in URL address, borrower's name, account # and cover account activity for the most recent 60 days
- Last quarterly statement of retirement fund, all pages, (401K, Keogh, IRA etc...)
- Deed of Trust for any free and clear owned property or stmt showing no debt is owed, or insurance policy showing no lien on the property
- Gift Funds to be received. Copy of gift letter from giver, 30 day stmt from giver showing funds available for gift, copy of cashier's check to receiver or title company, if personal check we need copy of the cancelled check and deposit slip in borrowers account.
- Source of Funds for any large deposits other than automated payroll deposits in your asset accounts may need to be documented

Liabilities

- Most common forms of liabilities are shown on the credit report. Any debts not shown on the credit report but owed by the borrower(s) should be disclosed on the application. Terms and history of payments will need to be documented
- Verification of Insurance, Tax and HOA (if applicable) payment amounts for all currently owned properties, including raw land. Mortgage statement(s) and/or insurance policy invoice, HOA statement and property tax bill.

Mortgage/Rent History

- Most mortgage lenders report to the credit agencies so these should be on your credit report. However, rent payments or non-reported mortgage payments will need to be documented. If this is the case please provide your Lender or Landlord's name and phone number for all properties occupied within the last 12 months

Other

- Fully executed home purchase contract with all attachments and disclosures, can be provided by your Realtor
- Earnest money check
- Corporate Relocation Policy or name of contact to verify specific relocation policy
- Proof of purchase or sale of any home (fully executed HUD 1 or Closing statement) bought or sold in the previous 6 months
- Homeowner's Insurance Policy or Name and Phone # of your selected Agent
- Complete final divorce decree, all pages (if applicable)
- Current rental agreement on any property held for lease if not already on the tax return, schedule E
- Current Survey on property if available
- Work Visa's
- Legible copies of Drivers License and Social Security Card, enlarged and scanned if possible

Copies of these items can be faxed, scanned and emailed or sent to us via any overnight service. If you would like to use Fed Ex please use our account # 2500-7035-7. Our address is:

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