

Vera Chang

Tel: 347-688-9191 NMLS# 2158666

vera@verachangmortgage.com

Please understand that if we do not receive the following documents on time, your rate may not be secured since most banks will unlock the rate **within 7 to 10 days**.

Please NOTE loan processing will be at least 30 to 45 days.

New Purchase Checklist

- Social Security Number(if not included in W2)
- Pictured ID
 1. **Citizen:** passport
 2. **Permanent Resident:** Green Card (front and back)
 3. **Visa:** passport and unexpired visa or other acceptable government documentation
- Last **two** years of W2 (2020, 2019)
- Pay stubs from the last **two** months
- Tax return based on underwriting guidelines
- Last **two** months bank statements (**ALL PAGES**)
- Sales contract
- Home Owner Association's name, phone, and monthly fee (SFR is waived)
- If you have any rental property, for each rental property:
 1. copy of lease
 2. copy of mortgage statement
 3. copy of property tax
 4. copy of homeowner insurance
 5. copy of HOA payment history if applicable
 6. HOA's name, phone, and monthly fee if applicable

Helpful things to do during the loan processing:

- Continue making all of your payments on time and keep all accounts current even if they are being paid off with your new loan.
- Submit all requested documentation as quickly as possible.
- Be sure to give us your most up-to-date contact information so we can reach you in regards to your application.
- Check your email and text message frequently.

Things to avoid:

- Don't apply for any other credit or co-sign/guarantee any other debt.
- Don't quit your job, retire, or change employers.
- Don't overuse your credit card.