

REQUIRED INFORMATION

Your cooperation in providing the following information will help us expedite your loan process. Please provide us the following:

1. A complete loan application (Form 1003)
2. Copy of most current paystub(s) showing **30 day pay history** with year-to-date earnings.
3. Please provide the previous **two** years Federal Tax Returns (complete copies) with corresponding W-2's, all schedules and work sheets including all K1's.
4. Please provide us with a written statement explaining any break in employment.
5. If you are a major stockholder (**25%** or more) in a corporation or partnership, please provide **two** years corporate and/or partnership tax returns along with a current year-to-date Profit & Loss and Balance Sheet on the corporate and/or partnership prepared by an accountant.
6. Copies of **two** most current monthly statements on all checking, savings, money market and Investment Company accounts. Please include **ALL** pages even if some are left blank. **NOTE:** Internet Statements cannot be used unless they show Name of Institution, Account Holder(s) Name and Account Number.
7. If obligated to pay and/or receive child support, alimony and/or separate maintenance we will need a copy of the divorce decree along with proof the payments have been made in a timely manner.
8. If you have contract income, provide the name and address of the company that collects the payments for you along with a copy of the contract.
9. If you have rental income, provide copies of **all** rental/lease agreements.
10. On **all** existing properties, please include a copy of the most recent **Mortgage Payment Statement** showing monthly mortgage principal and interest and Escrow payments. If there are NO escrows or if the property has no mortgage, we will need a copy of the Real Estate Tax Bill and Homeowners Insurance Certificate showing coverage and premium.
11. For any loan that you have co-signed, provide the name and address of the bank, loan balance, account number, monthly payment amount and who makes the payment along with 12-months canceled checks (both sides).
12. The name, address and phone number of your insurance agent for the property to be financed.
13. A legible copy of the Purchase Agreement and listing agreement, if applicable.
14. A legible copy of a **picture I.D.** (i.e. Driver's license or passport) for each applicant.

RON FIELD
BRANCH MANAGER

PH: 435-647-3700 FAX: 435-647-7727

*Thank you for choosing Mountain Express Mortgage for your financing needs.
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