

Please do **not** use white out.
If you make an error, just draw
one line through it and put the
correct information and put
your initials.

Items Needed for a Commercial Mortgage Loan Application

Credit documents:

- ___ Verification of income (see below)
- ___ Original bank statements for the last 3 months
- ___ Check for \$25.00 (per credit report fee)
- ___ Earnest Money Contract (if purchase)
- ___ Mortgage statement on the mortgage that we will payoff (if refinance)
- ___ Copy of your deed (if refinance)
- ___ Original old survey (if refinance)
- ___ Homeowner's insurance policy (if refinance)

Verification of income:

Salary income

- ___ Your last 4 original pay stubs for each job you currently hold
- ___ Original W2s for the past 2 years

Commission income

- ___ Signed tax returns for the past 2 years with Schedule A attached

Sole proprietorship income

- ___ Signed tax returns for the past 2 years with Schedule C attached

Rent income

- ___ Signed tax returns for the past 2 years with Schedule E attached
- ___ Mortgage statement on each rent house you own
- ___ Schedule of real estate owned (pg. 3 of loan application)
- ___ Original, current, signed rent agreements for recently purchased rent houses

Retirement income

- ___ Awards letter from Pension Verification Office- (281) 372-5100
- ___ Can substitute original W2s, signed tax returns or original bank statements

Social Security income

- ___ Social Security awards letter or last 2 original bank statements

Child support income (not required unless you choose include it in your income)

- ___ Fully executed divorce decree
- ___ Original printout from the Attorney General or last 12 orig. bank statements

Insurance agent who will carry your homeowner's insurance policy:

Company: _____

Agent: _____

Phone Number: (____) _____

Expiration date of your policy: _____

Return ALL documents to: customerservice@tonybellenger.com