



Thank you for selecting P1FCU for your mortgage!

We are aware of the stress that can exist in building, buying, or refinancing a home and are committed to doing everything possible to make your loan approval process timely and effortless. You may also apply online at p1fcu.org/mortgages.

A credit report and pre-underwriting will be ordered after we receive your signed application and disclosures. Once you have decided to proceed, in order to process your loan and get you to closing in a timely manner, it will be necessary for you to **provide the documents listed below**. If any of these documents are not available, **please provide them as quickly as possible to prevent any delays**.

- ☐ Most recent personal and business federal tax returns with all schedules
- ☐ Most recent W-2's and K-1's (all members using income to qualify)
- ☐ Most recent Pay stubs (with YTD) to cover 30 days
- ☐ Most recent 2 months bank statements including all pages, from all financial institutions listed on application
- ☐ Most recent investment statements (401K, retirement etc) only if using for subject down payment or reserves
- ☐ Fully executed copy of Contract of Sale, plus all Counter offers or Addendums (Purchase Transactions)
- ☐ Fully executed copy of Contract of Sale on property if you are selling (Purchase Transactions)

If applicable to your application:

- ☐ Most recent mortgage loan statement showing name, address, and account number on any real estate owned
- ☐ Proof of insurance on current home and any rentals (Declaration sheet)
- ☐ Copy of award letters for various income sources (Social security award letter, pension, etc.)
- ☐ Evidence of receipt of child support/alimony payments for 6 months
- ☐ Copy of Divorce Decree and/or Child Support Order
- ☐ Copy of recorded Discharge papers and all bankruptcy schedules for past bankruptcy
- ☐ Evidence of release of Judgment
- ☐ Original Gift Letter (signed by all parties)

Construction Documentation:

- ☐ Copy of the construction contract with your contractor (we will send a builders resume if not on our approved list)
- ☐ Cost breakdown completed by your contractor*
- ☐ Material list completed by your contractor*
- ☐ Copy of the plans and specs
- ☐ Copy of the soil evaluation/perk test for the septic system, if applicable
- ☐ Copy of the well report, if applicable
- ☐ HUD statement for purchase of land, if applicable

Should any additional documentation or appraisal conditions be required, you will be contacted. In addition, during key points in the process, we will update you on the status of your loan. We will coordinate closing for your loan with a Title Company once all conditions, (if any) have been completed and your loan has been approved.

**We will provide these forms upon request.*