



# LEGACY MORTGAGE

1132 Bishop Street \* Suite 1515 \* Honolulu, HI 96813 \* Phone (808) 545-2212 \* Fax (808) 524-0099

Dear Loan Applicant,

The following is a checklist of items required to expedite the processing of your loan. Please check off and submit items pertaining to your loan application.

- \_\_\_\_\_ 1. Complete copies for the past two (2) years of all federal tax returns (form 1040) with W-2's including all schedules and supplements.
- \_\_\_\_\_ 2. Copies of the most current paystubs (30 days) on all full- and part-time employment.
- \_\_\_\_\_ 3. Copies of the last three (3) months bank statements for all accounts.
- \_\_\_\_\_ 4. Self-employed: Signed copy of your most current Profit & Loss statement, balance sheet, and current years General Excise Tax filings (GETs).
- \_\_\_\_\_ 5. Proof of any income you are claiming as "Other Income" on the loan application such as notes, trusts, alimony or child support, pensions (retirement/social security), VA benefits, bonuses, commissions, etc.
- \_\_\_\_\_ 6. Copies of all rental agreements on rental properties owned or part owned.
- \_\_\_\_\_ 7. If you have been previously divorced, a copy of your divorce papers (decree).
- \_\_\_\_\_ 8. If you are refinancing, a copy of your current property tax assessment card.
- \_\_\_\_\_ 9. If your property is leased, a copy of the lease assignment (agreement) papers.
- \_\_\_\_\_ 10. A deposit check for \$700.00 made payable to Legacy Mortgage to cover initial costs for the appraisal and credit report. Please add an additional \$50.00 for each unmarried co-borrower. If you are self-employed, an additional \$50.00 is required.

**PURCHASE TRANSACTIONS ONLY** - the following **ADDITIONAL** items are required:

- \_\_\_\_\_ 1. A complete copy of your DROA (sales contract) from your real estate agent.
- \_\_\_\_\_ 2. If your relative(s) is providing any part of the down payment, please have relative(s) complete and sign a gift letter (supplied by your loan officer).

Thank you for your cooperation and assistance.