

# ILLINOIS REQUIRED UNDERWRITING DOCUMENTATION

Loan #:

MIN:

Date:

Lender:

Borrower(s):

Property Address:

Ill. Admin. Code tit. 38, §1050.1120 requires that borrowers must be provided with a complete list of documents that will be needed in order to underwrite the loan. The items checked below are the items that are **anticipated** to be necessary for this purpose. **However, despite our best attempts to anticipate the information required, additional items of documentation or information may be necessary as the loan is processed. Additionally, it is not uncommon for underwriters to request additional information in order to make a loan decision.**

## INCOME

**Original pay roll check stubs for the most recent 30 days**

**Original W-2's for the last 2 years (all employers)**

**COMPLETE personal Federal tax returns (all schedules) with ORIGINAL signatures and dates from the last two years**

**COMPLETE corporate or partnership Federal tax returns (all schedules) with ORIGINAL signatures from the last two years**

**Year-to-date profit and loss statement with ORIGINAL signature**

**Verification of receipt of child support, alimony, or separate maintenance for the last 12 months (if applicable)**

**Lease agreements if using rental income to qualify (tax returns will also be required)**

**Original transcripts if attending school during the last 2 years**

**Written explanation of any gaps in employment during the last 2 full years**

## ASSETS

**Original bank statements for the last 2 months**

**Original bank statements for the last 30 days**

**401K statement or employee retirement savings plan statement**

**Social Security, Retirement, Disability Awards Letter**

**Gift Letter with proof of funds being deposited into Borrower's account. Evidence of transfer of funds from Donor to Borrower**

**Previous real estate Settlement Statement and/or Closing Disclosure**

**Verification of costs being paid by employer or relocation company**

**Verification of all sources of funds needed to close loan**

## CREDIT

**Names and addresses of landlords for the last 2 full years and telephone numbers**

**Present/Previous mortgage company name, address, balance, payment and loan number(s) for the last 2 years**

**Divorce Decree - ALL PAGES (if applicable)**

**Complete bankruptcy papers including FILING and DISCHARGE. Borrower(s) will be required to write a detailed letter thoroughly explaining the cause of the bankruptcy**

**PROPERTY**

- Sales Contract (Contract with ORIGINAL SIGNATURES required for FHA and VA loans)
- Legally binding road maintenance agreement/recorded road easement
- Wood infestation report showing no active infestation or damage. This must be done prior to closing, but it is recommended that this report not be done prior to loan approval
- Shared well agreement
- House plans and detailed specifications for appraiser and inspector
- Cost breakdown with canceled checks and paid receipts
- Builder contract with ORIGINAL signatures and dates
- Survey
- Well & Septic Health Authority Certification

**OTHER**

- DD-214 or Statement of Service AND ORIGINAL Certificate of Eligibility (VA Only)
- Off-base housing permit if active duty military (VA Only)
- Child care statement - signed and dated (VA Only)
- Verification of Social Security Number and Photo ID
- Copy of RECORDED Warranty Deed for all refinances and proposed construction
- Check payable to HomeBridge Financial Services, Inc. DBA Real Estate Mortgage Network for the appraisal and credit report or application fee.

**ACCOUNT INFORMATION**

Account Numbers for:

Address for:

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All information checked above must be received within 30 days from the time you placed your loan application for processing. It is needed before an underwriting decision can be made on your application. If the information is not returned within the time allotted, we will be unable to give your application further consideration. **THANK YOU FOR CHOOSING**

**Information requested may be returned to the following location:**

**Lender :**

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*Address*

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*City*

*State*

*Zip Code*

Contact Person:

Telephone Number:

Fax Number: