

Mortgage Document Checklist

At Commerce Bank of Wyoming, we try to help make the Mortgage Loan process as quick and easy as possible. With that in mind, we are providing you with a list of documentation that would help expedite your loan process.

The following list of information is not required to make a mortgage loan application. The list is provided to assist you in gathering items that we may request after you have completed an application and after we have provided you with a pre-approval; this information may be needed to complete the mortgage process before a loan closing can be scheduled.

If you have any questions, please contact our Mortgage Loan Department.

Rock Springs
307-362-4455

CommerceBankWyoming.com

General information for all mortgage borrowers:

- Pay Stubs covering the last 30 days for each loan applicant
- W-2 Forms for the last two years for each loan applicant
- Bank Statements for the past two months for all personal checking and savings accounts (All pages)
- Retirement Statements for the past quarter
- Investment account statements for the past quarter
- Verification of homeowner's insurance
- Copies of current photo ID's

General information for self-employed or commissioned borrowers:

- Copies of your last two years personal tax returns (All pages)
- Copies of your last two years business returns & K-1's (All pages)
- Year-to-Date profit and loss statement and balance sheet (self-employed only)

ITEMS TO TAKE INTO CONSIDERATION:

- ▶ If you have declared bankruptcy in the last seven years, provide a copy of the bankruptcy discharge papers and a letter of explanation on why you filed for bankruptcy
- ▶ If you have been divorced, include a signed filed copy of all divorce decrees and any stipulation or modifications
- ▶ If child support payments are used as income, provide documentation of timely receipt
- ▶ If you have had a gap of employment for more than 30 days in the past 2 years, please include a letter of explanation
- ▶ If you are selling your current home, include a copy of the listing agreement, executed purchase contract or a copy of the closing statement if this sale has already closed
- ▶ If you are receiving a gift as part of your down payment, please visit with your loan officer to see what documentation will be required before depositing the funds

The items on the checklist are not required to make a mortgage application.