



Circle Mortgage
G R O U P

DOCUMENT MENU - PURCHASE

Highlighted docs are most common

Fax or email documents:

info@circlemortgagegroup.com

fax: 914-422-2994

INCOME:

Last two pay stubs...covering a thirty day period

Last two years W-2s

Last two years 1040's with all schedules -only federal

Copy of Social Security or Disability awards letter-

Proof of alimony payments, with twelve months history

Proof of Child Support - continual for 3 years+

Rental/property analysis (income/expense for three years and/or Schedule E of tax returns)

Copy of leases for rental properties

SELF-EMPLOYED INCOME:

Last two years Federal business tax returns, all schedules

Year-to-Date Profit and Loss Statements, ending last quarter-

Proof of Corporate Ownership (Accountant's letter)

ASSETS:

Last three months bank statements, *all accounts and all pages*

Last quarter's statement of 401k, IRA, stock portfolios

Documentation of large deposits- transfers from international acct-

Gift letters, Donor's ability with proof or transfer of funds

PROPERTY INFORMATION:

Fully executed contract of sale, *upon receipt*

Copy of down payment check or escrow letter from Seller's attorney, *upon receipt*

Mortgage History on current home if not shown on credit report

Rental verification or last twelve months canceled checks (if now renting)

Common Charge or Maintenance charge statement

Real Estate tax bill

Deed

Homeowner's insurance and one year paid receipt

OTHER:

Bankruptcy dismissal/discharge papers

Divorce decree/separation papers

HUD1 or closing statement

Explanation of credit blemishes

Copy of photo ID

COMMENTS:

Additional documentation might be required. Please check with your loan officer for further information.

500 Mamaroneck Avenue, Suite 320
Harrison, New York 10528
914-422-0810
914-422-2994 Fax
info@circlemortgagegroup.com

www.circlemortgagegroup.com

Loans provided by third parties
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Licensed Mortgage Broker - CT #3132
NMLS # 34927