

# Application Checklist



In order to properly consider your mortgage application, we must be in receipt of the applicable documentation below, within 10 calendar days from the time of application. Failure to submit this information may cause you to lose your Rate Lock and reapply.

## INCOME DOCUMENTATION (Required For Any Income Included On Your Application)

- W-2's for the previous two (2) years
- 1099's for the previous two (2) years, for those who receive Retirement or Other sources of income
- Pay-stubs - most recent, showing at least one full month's earnings
- For: Self-Employed, Landlords and Commissioned Borrowers:  
Federal Personal Tax Returns for the previous two (2) years. Returns must be signed and dated.
- For: Business owners holding 20%+ ownership of a company, LLC or partnership.  
Federal Business Tax Returns for the previous two (2) years. Returns must be signed and dated.
- If you receive Retirement, Social Security, Disability, Insurance or Other compensation or income, you must provide from the issuer: an Award Letter and evidence that this income will continue for at least 3 years from the date you apply for this mortgage.

## ASSET DOCUMENTATION (Required For Any Assets You Choose To Included On Your Application)

- Bank Statements, most recent 2 months
- Retirement Statements, most recent quarter (IRA, 401(k), 403(b), etc.)
- Investment, Stock, Bond or Brokerage Statements, most recent quarter
- Life Insurance Statement, most recent for policies that have a current cash value only
- If you have recently sold or are currently setting a property - a HUD-1 settlement statement is required

## PROPERTY DOCUMENTATION (Required In All Instances)

- Copy of Deed (if purchasing, this can be obtained from the seller, Realtor or county office)
- Copies of Property and School Taxes (if purchasing, this can be obtained from the seller, Realtor or county office)

### Purchase and Purchase Rehabilitation Loans:

- Purchase contract and any Addenda, signed by all parties

### Refinance and Refinance Rehabilitation Loans:

- Copy of Survey & Abstract - required to obtain title insurance and update abstract
- Mortgage payoff statement(s) from your current mortgage holder(s)

### Construction, Purchase Rehabilitation & Refinance Rehabilitation Loans:

- Plans       Specifications       Blueprints       Building Permit(s)
- Survey       As-Built Survey indicating the location of the home and any buildings
- Estimates - for ALL materials and work to be done, including self-construction work
- Construction Contract - signed by all parties       Draw Schedule - from the builder
- Receipts - for all materials and payments you have paid for thus far
- Deposits - copies/receipts of deposits made. Note: You are responsible for any deposits, the bank will not fund deposits.

### A check made payable to "NBT Bank" for the Application Fee and the Estimated Appraisal Fee of:

- \$500.00 (total for single-family, manufactured housing, condo)       \$650.00 (total for 2-4 family, 1-family investment)

Customer Identification is required at closing. Driver's License, Passport, Non-Driver's ID, Military ID, are the only acceptable forms of identification.

