

Home Loan Application Checklist



Please have the following information available for all borrowers to ensure a smooth and simple home loan process:

- Driver's license
Please make sure your photo and ID number are legible
- Copies of your W-2 forms from the two most recent tax years
- Copies of your personal federal tax returns from the two most recent years
- Copies of your recent pay stubs showing one month of income
- Copies of all asset statements from the previous two months (Bank, 401K, IRA)
Please include all pages for each account even if some pages are blank
- Homeowners insurance contact information



First-time buyers applying for a Minnesota Housing Finance Agency (MHFA) Start-Up Loan:
Please provide the following required information for your spouse, even if they will not be on your loan.

- Signed borrower's authorization so we can obtain a verification of employment form
- Copies of your spouse's W-2 forms for the two most recent tax years
- Copies of your spouse's personal federal tax returns for the two most recent years
- Copies of your spouse's recent pay stubs showing one month of income



Other information needed if certain situations apply:

- Gift letter and documentation if down payment funds were part of a gift
- Proof of unemployment income earned for the last two years
- Bankruptcy paperwork including discharge if you've had a bankruptcy in the last seven years
- Sheriff sale certificate if you have had a foreclosure in the last seven years
- HUD-1 settlement statement from sale of home if you have had a short sale in the last four years
- Social Security award letters for the current year and 1099s for last two years
- Pension 1099s and award letter from the previous two years
- Divorce decree or paternity order if you are paying or receiving child support
- If receiving child support, please provide history of receipt for last six months
- Copy of school transcripts if attending school within the previous two years
- CPA and Financial Planner contact information
- Copy of permanent resident alien card
- Copy of DD-214 if applying for VA financing

Revised: 12/5/2023

