



34 Jerome Avenue • Suite 114 • Bloomfield, CT 06002 • 860-761-0777 • 860-761-0780 FAX

Here is the information you requested regarding a mortgage loan application. This mortgage pre-application package enables you to forward almost all the information necessary for a mortgage application in a concise and secure format. By using a fax over standard telephone lines, none of your data is transmitted over the internet.

Please fill out the enclosed Pre-Application form in as much detail as possible, including complete addresses and account numbers whenever possible. Fax the completed form to (860) 761-0780 when you have completed it.

Also, please start collecting all the relevant items indicated on the Mortgage Application Checklist. During the process, you may need to provide copies of these documents in order to process the application.

If you have any questions, please call Castle Mortgage Corporation at (860) 761-0777 and ask to speak with a mortgage consultant.

Thank you for considering Castle Mortgage Corporation.

Enclosures: Mortgage Pre-Application Form

Mortgage application checklist



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MORTGAGE APPLICATION CHECKLIST

To help speed the processing of your mortgage application, please provide your mortgage consultant with the following documentation. Only collect those items which are applicable to your transaction.

Co-signers or co-borrowers are also required to provide this information.

- W-2s for the previous 2 years and most recent 3 Pay stubs.
- Statements for the past 3 months for each checking, savings, securities, retirement, or asset account
- Landlord name/address - past 3 years
- Employer name/address - 3 year history
- Open loans/mortgages - Bank name/address/account #(s), monthly payments, balances, statement
- Self-employed - last 2 years tax returns w/all schedules YTD P & L and Balance Sheet
- Deed to property (If construction loan or refinance)
- Purchase and Sales Agreement (if purchase)
- 3 most recent credit card statements for each card (if paid in full each month)
- Bank statement from donor of monetary gift and letter explaining gift
- Certificate of Eligibility (VA)
- Social Security card & license (FHA)
- Legal description of the property (FHA/VA)
- Green card
- Copy of divorce settlement
- Copy of court order awarding alimony or child support (If used in addition to income for mortgage qualification)
- Current leases on rental property (If used in addition to income for mortgage qualification)

For Construction Loans, also include the following:

- Home specifications (ex. types of windows used, types of tile, etc.)
- Cost estimates from independent suppliers (plumber, electrician, etc.)
- Deed to property or contract to purchase land upon approval
- Blueprints (if possible)

Notes/Comments: _____
