



Thank you for allowing [Mortgage Moon](#) to assist you with your home loan needs. In order to process your loan application quickly and efficiently, please return your items needed by Fax or Email

Items Needed:

- ✓ Copy of homeowner's insurance policy declarations page on property we are financing (*refinance loans only*)
- ✓ Current mortgage statements on ALL mortgages (*refinance loans only*)
- ✓ Copy of property tax bill for the subject property (*refinance loans only*)
- ✓ Copy of driver's license for all borrowers
- ✓ 2015 & 2016 W2s or 1099s
- ✓ 2 Current Paystubs
- ✓ Most recent 2 months bank statements (*please be sure to send all pages, including the blank ones*)

Additional Items (if applicable):

- ✓ If you are Retired: Copy of Social Security Award Letter or Current Retirement Statement. Proof of receipt of monthly allocation (bank statement or payment stub)
- ✓ If you have rental properties, Complete 2015 and 2016 personal tax returns (with all schedules) Plus copies of **mortgage statements, property tax bills, and homeowner's insurance policy declaration page** (for all properties owned)
- ✓ If you are self-employed, Complete 2015 and 2016 personal and business tax returns (with all schedules)

Optional Income Documentation:

- ✓ 24 months bank statements – personal or business (*all pages, including blank pages*)
Subject to specific program guideline approval – contact a mortgage banker to see if this option is applicable.

We look forward to working with you.





Homeowner's Insurance Information:

Company Name _____

Agent Name _____

Phone Number _____

Policy Number _____

Premium \$ _____

Expiration Date _____

Homeowner's Association Information:

Association Name _____

Name & Phone # _____

Management Co. _____

Monthly Dues _____

Please attach the declarations page of your insurance policy.

Subject Property Tax Information:

Annual Property Tax Amount \$ _____

Employment Verification Info:

Borrower Employer Human Resources Phone # _____

Co-Borrower Employer Human Resources Phone # _____

