



## **MORTGAGE LOAN DOCUMENTATION CHECKLIST – CONSTRUCTION**

***In order to move quickly towards your estimated closing date, please return the requested documents within 3 days upon receipt.***  
***PLEASE NOTE:*** Once we review the documents you provide, your loan officer or loan processor may request additional items. This checklist is a general checklist and does not cover every specific situation or requirement.

### **Personal identification:**

- Copy of your Driver's License

### **Income information:**

- Copies of your W-2 and 1099 forms for the past 2 years
- Copies of your 2 most recent pay stubs
- Copies of your most recent awards letters for Social Security or Pension income, if applicable

### **If you are self-employed and/or you own multiple properties that generate rental income:**

- Copies of your signed personal Federal tax returns for the past 2 years (all schedules and all pages).  
Please sign and date page 2 of each year using a current date.
- Copies of your signed business Federal tax returns for the past 2 years (all K-1's and all pages), if applicable.  
Please sign and date page 1 of each year using a current date.

### **Asset (bank account) information:**

- Copies of your statements for the past 2 months, or your last quarterly statement, for all checking, savings, IRA, 401(k), stock, and mutual fund accounts (all pages, even if blank)

### **For all Real Estate that you own, including your primary residence, for each property we will need:**

- Copy of a current mortgage statement
- Copy of your most recent property tax bill
- Copy of your homeowners insurance policy
- Copy of your homeowners association (HOA) dues statement or payment coupon, if applicable

### **Miscellaneous:**

- Construction contract including cost to build and purchase price of the lot (if you do not already own the lot)
- Copy of construction plans and specifications
- Copy of the deed to the lot (if you own the lot already)
- Copy of the soil treatment letter (if available)
- Copy of foundation survey will be required prior to first draw
- If the loan amount does not cover the cost to build the home, we will require a deposit account to be opened at CresCom Bank and a Collateral Assignment of Deposit Account form to be executed (form to be provided after the account is opened).