



Mortgage Pre-Qualification Checklist

What to gather before you talk to a loan officer. Skip anything that doesn't apply to you.

1. Identity

- ☐ Photo ID for everyone on the loan
- ☐ Social Security numbers for everyone on the loan
- ☐ Your addresses for the last two years

2. Income

IF YOU'RE PAID ON A W-2

- ☐ Pay stubs covering the last 30 days
- ☐ W-2s from the last two years
- ☐ Employer names, addresses and dates for the last two years

IF YOU'RE SELF-EMPLOYED (TAX RETURN PATH)

- ☐ Two years of signed federal tax returns, all schedules
- ☐ A year-to-date profit and loss statement

IF YOU'RE SELF-EMPLOYED (NO TAX RETURN PATH)

- ☐ If you're using a bank statement program: 12 to 24 months of business or personal bank statements, all pages
- ☐ Year-to-date profit and loss statement
- ☐ 1099s if you're a contractor

IF YOU'RE RETIRED

- ☐ Social Security award letter
- ☐ Pension award letter or retirement income statements

OTHER INCOME

- ☐ Alimony or child support: the court order and proof you receive it
- ☐ Rental income: current leases and tax returns showing the rent

3. Assets

- ☐ Two most recent monthly bank statements, every page
- ☐ Latest retirement and brokerage statements
- ☐ Gift letter and proof of the transfer, if family is helping
- ☐ A short explanation for any large deposits

4. Special Situations (if they apply)

- ☐ Divorce decree or separation agreement
- ☐ Bankruptcy discharge papers
- ☐ VA Certificate of Eligibility
- ☐ Documents for a co-borrower who won't live in the home

5. Long Island Extras

- ☐ Co-op? Start your board package early
- ☐ Refinancing? Your latest property tax bill
- ☐ In a flood zone? A flood insurance quote or current policy

Until after closing, don't: open new credit · make big unexplained deposits · change jobs without calling your loan officer · close old credit cards · co-sign for anyone · shuffle money between accounts.

Questions? Call Coltrain Mortgage at (631) 851-4420 or visit coltrain.com/our-staff

General guide only; lenders and loan programs may require additional documents. Pre-qualification is not a loan approval or a commitment to lend. Equal Housing Opportunity. Coltrain Funding Group LLC, DBA Coltrain Mortgage (NMLS#10640) 140 Fell Court Suite 101 Hauppauge, NY 11788 is a Registered Mortgage Broker with the NYS Department of Financial Services. Licensed Mortgage Broker NJ Department of Banking & Insurance. Licensed Mortgage Broker, Florida Office of Financial Regulation. Licensed Mortgage Broker by the Pennsylvania Department of Banking and Securities. All loans arranged through a third party. We do not make any mortgage loan commitments or fund any mortgage loans. MORTGAGE BROKER ONLY, NOT A MORTGAGE LENDER OR MORTGAGE CORRESPONDENT LENDER. Rates subject to change without notice. Phone 631-851-4480 Fax 631-963-3209. www.coltrain.com