

Home Equity Checklist

FoxFed is committed to giving you prompt and courteous service, in order to expedite the process the following checklist is provided for your convenience. Please do not send the documents until contacted by your FoxFed Loan Representative; there are times when we may have to ask for additional documentation that is not listed here, in which case your Loan Representative will advise you.

Income Verification: Documentation depends on the types of income you receive; you may have multiple sources, please provide documentation required for every source of income you receive:

Salaried Employees:

- Pay stubs with Year-to-Date earnings for all borrowers for the last 30 days.
- W-2 forms from all employment - for all borrowers -for the past 2 years.
- Names, phone numbers and addresses of each employer for the past 2 years.

If you receive Commissions and/or Bonus:

- Pay stubs with Year-to-Date earnings for all borrowers for the last 30 days.
- W-2 forms from all employment - for all borrowers -for the past 2 years.
- Personal signed tax returns for the last 2 years including all schedules.

If you are Self-employed:

- Personal signed tax returns for the last 2 years including all schedules.
- Business signed tax returns for the last 2 years including all schedules.
- Current financial statement signed and dated, including a balance sheet and a profit and loss statement.
- 1099s if applicable.

If you own 25% of a business,in addition to the above please provide:

- Pay stubs with Year-to-Date earnings for all borrowers for the last 30 days.
- W-2 forms from all employment - for all borrowers -for the past 2 years.
- Personal signed tax returns for the last 2 years including all schedules.
- Corporate or partnership signed returns for the last 2 years include all schedules.

If you own Rental Property,in addition to the above please provide:

- Personal signed tax returns for the last 2 years including all schedules
- Rental agreement(s)

If you receive a pension,in addition to the above please provide:

- Pension award letter
- Copy of Pension checks, if check is direct deposited, please provide past 3 months of bank statements showing the direct deposit.
- Personal signed tax returns for the last 2 years including all schedules
- 1099Rs for past 2 years

If you receive Social Security,in addition to the above please provide:

- Copy of most current Social Security award letter & copy of social security check, if direct deposited, please provide past 3 months of bank statements showing deposit.
- Personal signed tax returns for the last 2 years including all schedules
- 1099s for past 2 years

If you receive child support, alimony or separate maintenance, and wish us to use the income for qualifying purposes,in addition to the above please provide:

- Copy executed divorce decree, and separation agreement
- Personal signed tax returns for the last 2 years including all schedules

Asset Verification: Please provide the following...

- Last 3 months of complete statements on all asset accounts including retirement accounts, please be sure that the statements have your name, address and account numbers on them.

Transaction Type Documents: Please provide the following...

- Current first mortgage billing statement
- Current Homeowner's Insurance Declaration Page
- Most recently paid Real Estate Tax Bill
- Copy of your Deed
- Copy of your Mortgage Survey Plot Plan

If the property is secured by a Condominium,please provide the following:

(Financing is not available for a condex or condo conversion)

- Condo Declarations, Master Deed, and Bylaws
- Homeowner's Association Budget
- Management Company Agreement (if applicable)
- Copy of Declaration page from the Master Insurance Policy that reflects hazard, liability, fidelity bond and flood insurance if applicable

If the property is held in a Trust,please provide the following:

- Copy of the Trust and the Schedule of Beneficiaries

Identity Verification: Please provide the following...

- Copy of your current Driver's License and Social Security Card
- Permanent Resident Card, if applicable