



In order to get started processing your loan, we will need you to submit the following documents. Any documents you have previously submitted to our office do not need to be submitted again. Please note that time is of the essence and getting these documents to our office quickly will help us ensure an on-time closing. Other documents may be necessary once underwriting has reviewed your file. We will request additional items as needed. Attached is a credit card authorization that will also need to be completed and returned to our office to pay for your appraisal. Ordering your appraisal as early as possible is necessary to meet closing deadlines.

- 2014 W2(s) Borrower and Co-Borrower
- 2015 W2(s) Borrower and Co-Borrower
- 2 Paystub(s) dated within last 30 days Borrower & Co-Borrower
- 2013 Federal Tax Return
- 2014 Federal Tax Returns
- 2015 Federal Tax Return ( If filed)
- Last 2 months checking and savings account statements (all pages)
- Most Recent retirement/investment account statements (all pages)
- Copy of all mortgage payment coupons on other properties you own
- Lease/rental agreements on any investment properties
- Social Security, Disability, or Pension award letters
- If this is a purchase transaction, Home Owner's Insurance Agent you plan to use
- If Self-Employed, Last two years federal business tax returns
- Legible copy of Driver's License & Social Security Card (All Borrowers)
- If VA loan, copy of DD214
- If Section 184 Indian Loan, copy of Indian Role Card

---

**Fax documents to: 918-512-4243 or email :**  
**Heath Collins      hcollins@midtownmtg.net**  
**Neely Pearson      npearson@midtownmtg.net**