



REQUIRED DOCUMENTS FOR YOUR PURCHASE LOAN

Dear Borrower,

The following documents will be needed for processing your purchase loan application. Please provide the applicable.

- Last 30 days paycheck stubs for all borrowers (If applicable)
- Last 2 years W-2's for all borrowers (If applicable)
- Last 2 years tax returns for all borrowers (Including all forms)
- Last 2 years corporate tax returns for all borrowers (Self-employed, all forms)
- Last 3 months bank statements (Savings and checking, all accounts)
- Most recent investment statements (Stocks, CD's, 401K, IRA's etc...)
- Copy of divorce decree, including all pages (If applicable)
- Copy of bankruptcy discharge papers (If applicable)
- Explanation letter (For late payments, collections, etc.)
- Copy of drivers license and Social Security card (For all borrowers)
- Copy of mortgage statements (All loans)
- Copy of home owners insurance policy (Declarations page, all properties)
- Copy of all pension statements, "award" letter, etc. (If applicable)
- Copy of Social Security annual "award" letter, statement, etc. (If applicable)
- HOA contact person and phone number (If applicable)
- Copy of note(s) for all mortgage loans (If HARP, or subordinating a 2nd loan)
- Copy of purchase agreement (Fully executed agreement)
- Copy of earnest money deposit
- Real estate agent & escrow contact information

As soon as these documents are received, we will process your loan application. You may give these documents to your loan officer, or submit via fax or e-mail. Please feel free to call us if you have questions or concerns.

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