



REQUIRED DOCUMENTS FOR YOUR REFINANCE LOAN

Dear Borrower,

The following documents will be needed for processing your refinance 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)

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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