



1st Mortgage Documentation Checklist

To process your Mortgage Loan Application quickly and efficiently, it is highly recommended that you bring the following documentation at the time of application. Your application may be submitted in person or online at our website at www.daymetcu.com.

- Verification of income**
 - Last 2 years of Federal Tax returns with W2's or 1099's (Include all schedules).
 - 30 days of most recent paystubs.
 - Retirement, Social Security, and/or disability award letter for the current year
 - If self-employed, 2 most recent years of both personal and business tax returns, including k-1

- Copy of last 2 months bank statements (include all page numbers)**
 - Checking and savings
 - Mutual funds
 - IRA and/or 401K

- Refinance, include the following**
 - Copy of 1st mortgage statement
 - Copy of homeowners insurance policy

- Miscellaneous (if applicable)**
 - Copy of divorce decree
 - Court order for child support payments
 - Copy of bankruptcy discharge
 - Copy of foreclosure documents

- Copy of Condo Association By-Laws (include contact information, address, & phone number(s))**

For further questions or to schedule an appointment contact:

Tammy Bretzfelder

Mortgage Loan Officer

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... your credit union ... for your success ... in your community

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