

INSTRUCTIONS FOR APPLICATION COMPLETION

THANK YOU FOR SELECTING ADAM MORTGAGE COMPANY.
THE FOLLOWING LIST OF INFORMATION IS NEEDED TO PROCESS YOUR LOAN.
PLEASE BRING OR SEND THE FOLLOWING INFORMATION.

- * **CREDIT REPORT:** \$20.00/APPLICANT, TO ADAM MORTGAGE AT APPLICATION.
- * **APPRAISAL FEE:** \$350.00 TO ADAM MORTGAGE WHEN REQUESTED.
- * COPY OF EXECUTED SALES or BUILDERS CONTRACT.
- * CURRENT DRIVERS LICENSE and SOCIAL SECURITY CARD/ PASS PORT
- * PAYCHECK STUBS FOR MOST RECENT 30-DAY PERIOD.
- * PREVIOUS TWO YEARS W-2 FORMS: 2008 and 2009
- * PREVIOUS MONTH OR QUARTERLY STATEMENT ON ALL DEPOSITS AND INVESTMENT ACCTS. (CHECKING, SAVINGS, CD'S, MUTUAL FUNDS, IRA'S, STK BROKERAGE, ETC.) *****ALL PAGES REQUIRED*****
- * COPY OF LEASES REQUIRED ON ALL RENTAL PROPERTIES **"OWNED"**.
- * LANDLORD AND EMPLOYER VERIFICATION: NAME AND PHONE NUMBER.

IF SELF-EMPLOYED OR COMMISSIONED, BONUSES, OR PARTNERSHIP DISTRIBUTION'S ARE RECEIVED, THE FOLLOWING WILL BE NEEDED:
- * PREVIOUS TWO YEAR'S PERSONAL TAX RETURNS WITH ALL SCHEDULES ATTACHED, INCLUDING K-1 STATEMENTS.
- * PREVIOUS TWO YEAR'S CORPORATE OR PARTNERSHIP TAX RETURNS WITH ALL SCHEDULES ATTACHED.
- * CURRENT YEAR-TO-DATE BUSINESS INCOME STATEMENT & BALANCE SHEET.

ADDITIONAL ITEMS TO REFINANCE YOUR HOME

- * COPY OF NOTE AND SETTLEMENT STATEMENT (HUD-1)
- * COPY OF SURVEY & CURRENT MONTHLY MORTGAGE STATEMENT
- * DECLARATION PAGE OF HOMEOWNERS INSURANCE (will show dollar amount)