



## **FHA / VA CHECKLIST**

Please submit documents applicable to your income types below as soon as possible, and complete/return the attached forms.

### **\_\_\_\_\_ Employed Members: (Company Employee, Wage Earner)**

1. Pay stubs for the most recent, consecutive 30 days (Biweekly: 3 stubs; Weekly: 5 stubs)
2. 2 recent W2s and 1099s ((3 years W2/1099s for Down Payment Assistance)

### **\_\_\_\_\_ Employed – Second Job: (Company Employee, Wage Earner)**

1. **\*Must have a minimum of 2 years history at the second job\***
2. 2<sup>nd</sup> job paystubs for the most recent, consecutive 30 days (Biweekly: 3 stubs; Weekly: 5 stubs)
3. 2<sup>nd</sup> job 2 years recent W2s and 1099s (3 years W2/1099s for Down Payment Assistance)

### **\_\_\_\_\_ Self Employed Members**

1. 2 recent business tax returns (3 years taxes for Down Payment Assistance)

### **\_\_\_\_\_ Fixed Income: (SSI, Pension)**

1. 2 recent W2s and 1099s (3 years W2s/1099s for Down Payment Assistance)

### **\_\_\_\_\_ Child and/or Spousal Support:**

1. Copy of recorded Divorce Decree showing awarded amount and 6 months proof of receipt

### **\_\_\_\_\_ All Members:**

1. 2 recent personal tax returns (3 years taxes for Down Payment Assistance)
2. 2 month bank statements, all pages, for all accounts (checking, savings, stocks, 401k, IRA)
3. Copy of legal Photo I.D.

### **\_\_\_\_\_ For all Properties Owned (Primary Residence, Second Home, and Rentals):**

1. Current Mortgage statement for each property.
2. Current Property Insurance showing premium and coverage amounts for each property.
3. Current Property Tax bill for each property.
4. HOA Monthly Statement for each PUDs and Condominium owned.
5. Rental Lease Agreements (all pages) for all rental properties owned



\_\_\_\_\_ **Letter(s) of Explanation for Credit Report items:**

1. Credit inquiries
2. Late payments, collections, charge-offs, Bankruptcies, and Foreclosures
3. Any Name Variances
4. Any Address Variances
5. Copy of Bankruptcy papers (petition, discharge, and list of all debtors) – if applicable
6. Assignment of debts (divorce decree, petition, separation agreement—all pages) – if applicable

\_\_\_\_\_ **PURCHASE AGREEMENT (Submit within 24 hours of entering into agreement with a seller)**



**CALIFORNIA COAST CREDIT UNION  
AUTHORIZATION TO RELEASE  
INFORMATION**

**This information is for use in compiling a mortgage loan file for a conventional home loan. The lender may verify/re-verify information contained in my/our loan application and other documents required in connection with the loan, either before the loan is closed or as part of its quality control program. Under all loan programs the lender reserves the right to require full documentation on any loan prior to closing.**

**I/We hereby authorize you to release to CALIFORNIA COAST CREDIT UNION, its successors and/or assigns, for verification purposes, information and documentation concerning:**

- Employment history, dates, title, income, hours worked, etc.**
- Banking and savings accounts or record**
- Any other information and documentation deemed necessary in connection with my real estate loan on the property located at:**

**Address: \_\_\_\_\_**

**City/State/Zip: \_\_\_\_\_**

**A photographic copy of this authorization (being a photographic copy of the signature/s) of the undersigned may be deemed to be the equivalent of the original and may be used as a duplicate original.**

\_\_\_\_\_  
**Borrower's Name (Print)**

\_\_\_\_\_  
**Co-Borrower's Name (Print)**

\_\_\_\_\_  
**Borrower's Signature                      Date**

\_\_\_\_\_  
**Co-Borrower's Signature                      Date**

**WARNING: It is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this mortgage, as applicable under the provisions of Title 18, United State Code Section 1014.**

**AU/10-05**



## Realtor Information

Please provide contact information for the Realtor representing you.

\_\_\_\_\_  
Agent Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Email

\_\_\_\_\_  
Office Phone

\_\_\_\_\_  
Cell Phone

California Coast Credit Union is hereby (select one):

NOT Authorized

Authorized to share/discuss the following loan information with my Realtor (select all that apply):

ALL pertinent loan status, assets, credit, and income information.

Loan Status ONLY

Credit Report details ONLY

Income details ONLY

Assets details ONLY

\_\_\_\_\_  
Borrower Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Borrower Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borrower Signature (Required)

\_\_\_\_\_  
Co-Borrower Signature (Required)





## Rate Lock Disclosure

Interest rates offered on 1<sup>st</sup> mortgages may change daily and are not guaranteed by California Coast Credit Union until locked. Initially, your interest rate will float (will not be guaranteed) until receipt of income documentation and the Closing Cost deposit. Once the loan is approved, your rate will be automatically locked.

### Buying Down Locked Rates

A maximum of 1.5% Points may be paid by the applicant to buy down the interest rate.

### Lock Expiration

If the interest rate should expire prior to the closing of your loan, it may result in a rate increase or lock extension fee. Loans may not be “re-locked” at new market rates. Instead, an option to extend your rate *may* be available. Requests for extensions will be reviewed on a case by case basis and price will be determined based on market conditions.

### Price Adjustments

Initial Rates and Prices quoted are based on the information you provided. If the verified information changes from initially indicated, Rates and Prices are subject to change. Examples include, but are not limited to, FICO score below 740, Loan-To-Value increasing after verifying value with an appraisal, verified property type as Condominium instead of Single Family Residence, and concurrent subordinate financing.

### Purchase Pre-Approval

Rates will not be locked at Pre-Approval. A fully executed purchase agreement must be obtained and income documents supplied prior to rate lock. Until documents have been confirmed, all rates are considered floating.

### Transfer of Servicing

At our discretion, a certain percentage of funded loans will be sold to other financial institutions.

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Borrower's Name (Print)

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Co-Borrower's Name (Print)

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Borrower's Signature Date

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Co-Borrower's Signature Date