



## Homeowner Document Checklist

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Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Owner on Loan	<input type="text"/>
Property Address	<input type="text"/>
Mailing Address	<input type="text"/>
Phone Number	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
Email Address	<input type="text"/>

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In order to have the opportunity to negotiate with your lender we will need to have the following documentation. Please note, when we get a contract we may need updates on each item so please make certain you set aside statements and paycheck stubs as you get them.

- Third party authorization **(Signed & Dated)**
- One month most recent mortgage statement **(All Mortgages)**
- Two months checking & savings account statements **(All Borrowers)**  
(All numbered pages even if blank, NOT account history.)
- Two months other account statements **(All Borrowers)** (IRA, 401k, etc.)
- 3 months of account statements for assets/brokerage accounts  
(Or letter stating NO accounts exist. NOT including IRA/retirement accounts, signed & dated)
- Last two paycheck stubs or unemployment benefits award **(All Borrowers)**  
(Or letter stating you are unemployed or not receiving pay, signed & dated)
- Two years tax returns or current year extension **(Signed & Dated)**
- IRS form 4506-T Request for Copy of Tax Return **(Signed & Dated)**
- Hardship letter **(Signed & Dated)**
- Financial worksheet **(Signed & Dated)**
- Hold Harmless Agreement **(Signed & Dated)**
- Copy of most recent utility bill if still living in the property
- Completed property damage form **(Signed & Dated)**
- Other \_\_\_\_\_
- Other \_\_\_\_\_

Fax the above items to **(801) 336-4262** attention **Brad Morgan or Anje Busk** or email to **Info@MyCoordinator.com**