



ALAMBRY FUNDING INC

Important Document Checklist!

As a part of financing your new home, we will need to review some of your financial information. This information will only be seen by the people who will be working to approve your loan, and having it will make your home financing go quickly. If you are unable to locate any of these items, we will still be able to process your loan using a verification method. However, you should note that this generally slows down the process.

Please send **Copies** of the following:

Please to indicate documentation attached or write N/A if not applicable:

- Completed and signed Buyer Financial Information Forms**
- Most recent paycheck stubs covering a thirty day period for each borrower
- Two months of most current and consecutive bank/investment/retirement statements on all accounts (**all pages**)
- Most recent two years' W-2s and/or 1099s for each borrower
- Most recent two years' Federal tax returns for each borrower – **all pages and schedules (If you are paid by commission or have other non-employment income)**
- If applying for a FHA loan – copies of borrower's and co-borrower's Social Security Cards
- If applicable – Complete Divorce decree(s) with all attachments if you pay or receive alimony or child support income
- If applicable – Complete bankruptcy papers with all schedules and discharge papers for bankruptcies within the last 7 years. Please provide a written explanation for the circumstances of your bankruptcy.
- Copy of acceptable government issued ID (**i.e., driver's license w/photo, valid passport, etc.**)
- Funds (**check or money order**) for up front fees in the amount of \$350.00 made payable to Alambry Funding Inc.

Additionally:

If you are Self Employed:

- Most recent two years' tax returns (**all pages**) with schedules and copies of 1040s, W-2s, 1099s and/or K-1s for each borrower
- Limited or General Partnership returns (**if ownership interest is 25% or greater**) – copies of form 1065
- Sub-Chapter S-Corporation returns (**if ownership interest is 25% or greater**) – copies of form 1120 S with schedules
- U.S. Corporation returns (**if ownership interest is 25% or greater**) – copies of form 1120 with schedules

If you are not currently a United States Citizen:

- Permanent Resident Alien** – Copy of your "Green Card" otherwise known as an "Alien Registration Card". This may be form I-151, I-751, I-551, a foreign passport reading processed for I-551, or another form issued by the Immigration and Naturalization Department. Please ensure you send a copy of the entire document, including your photo and fingerprint
- Non-Permanent Resident Alien** – Copy of your Visa. The Visa looks like a passport but is issued by either the U.S. Immigration and Naturalization Department or by the Country of Origin's U.S. Consulate. Also acceptable is the INS Department of Justice form which states the Visa classification approval for all borrowers and when it expires. An "EAP" or "Authorization" card is not an acceptable substitution

If you are applying for a Veterans Administration Loan:

- Original Certificate of Eligibility or a copy of your Discharge/Separation papers (**DD214**)

Thank you for providing this important information.

I/we have provided in the enclosed envelope the above marked items. I/we also certify that all copies are true and exact copies of the originals.

Borrower's Name:

Co-Borrower's (Second Borrower's) Name:

Community/Subdivision: _____

Address: _____
