

Documents needed towards approval of a mortgage loan

You may keep here your own record of documents by check-marking each box as you deliver them to the Bank.

INCOME FROM SALARIED EMPLOYEE:

- Personal income tax returns for the last two years, including W2 forms and all attachments
- Last two payment stubs (Bank can request updated stubs during the loan process)
- Verification of employment (must include notice of permanency and probability of continued employment)

INCOME FROM BUSINESS OWNER:

- Personal income tax returns for the last two years, including 480 forms and all attachments
- Corporate income tax returns for the last two years, including all attachments
- Financial statement, including income and expenses (YTD)
- Accountant's certification confirming percentage of participation in the business
- Certificate of Incorporation
- Municipal business license ("Patente")

INCOME FROM RENT:

- Evidence of ownership of the rental property
- Rental agreement and tax return
- 6 months evidence of payments received and deposited

INCOME FROM CHILD SUPPORT, DISABILITY, OR RETIREMENT PENSION:

- Valid Certification from ASUME
- Valid Social Security Certification
- Valid Retirement System Certification

DOCUMENTS IN EVIDENCE OF ASSETS:

- Last two bank statements for all of your deposit accounts
- Savings statement in case of cooperative bank accounts
- Investment account statements
- IRA account statements
- KEOGH account statements

DOCUMENTS RELATED TO PROPERTY:

- Deed of the property
- Property Tax Registry Number ("Número de Catastro")

OTHER DOCUMENTS (IF APPLICABLE):

- Certification on loans through payroll discount
- Negative Certificate from ASUME
- Divorce Stipulations
- Prenuptial agreements
- Divorce settlement, including stipulations
- Letter indicating intention to occupy property
- Letter of maintenance
- Declaration of Heirs
- Estate Tax Return
- Evidence of additional credit