

Documentation needed for your mortgage application:

**INCOME:**

1. Paystubs.
  - a. We will need a series of paystubs covering a full 30 days of work
    - i. If you are paid weekly, we need 5 paystubs in a row
    - ii. If you are paid every two weeks, we need 3 in a row
    - iii. If you are paid twice a month (15<sup>th</sup> and 30<sup>th</sup>) we need two
    - iv. If you are paid monthly, we need just one paystub.
2. W2's
  - a. We need you last two years of W2s

**ASSETS**

1. Bank Statements
  - a. We will need your last two monthly bank statement(s) for all accounts you have. This includes savings, checking and retirement accounts (if any). PHFA requires that you not have more the \$5,000 left in liquid savings after settlement so we have to show them everything you have.
    - i. PLEASE BE SURE TO PROVIDE A MONTHLY STATEMENT NOT A TRANSACTION HISTORY
    - ii. PLEASE PROVIDE ALL PAGES OF THE MONTHLY STATEMENT
  - b. We will need to know the source for all large deposits.
    - i. If there is a deposit on the bank statements that is not your paycheck we will need to know where those funds came from and if it is from another account we will need those statements as well
  - c. If you are using gift funds we will need name, address, phone number and relationship to you of the gift giver.
    - i. The gift giver will have to sign a gift letter I will provide to you

**OTHER**

2. We will need two forms of identification.
  - a. Your picture drivers license is fine for one
  - b. Acceptable for the second:
    - i. Signed car registration
    - ii. Signed social security card
    - iii. Passport
    - iv. Signed bank check cashing card