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where you matter most

SABINEFCU.ORG

Purchase of New Home or Investment/Rental Loan APPLICATION CHECKLIST

Applicant Name(s):

Email Address:

Account Number(s):

Phone Number:

- Executed Earnest Money Contract/ Sales Contract for the subject property
- If the subject property is in a Homeowners Association or PUD, provide the Association Name, address, phone number, dues, and payment frequency (*yearly, monthly, etc.*)
- Social security numbers and dates of birth for all borrowers
- Prior 2 years home addresses for all borrowers
- Prior 2 years employers for all borrowers (*please list employer name, hire & leave dates, and title or position. If there has been a gap or recent change in employment, please state the reason*)
- If currently employed, prior full month of paystubs showing YTD information for all borrowers
- If retired, most recent benefit statement, benefit award letter, and/ or recent full month of paystubs for all retirement income sources for all borrowers
- If self-employed, prior 2 years business and/ or personal income tax returns and a year-to-date Profit/Loss Statement with balance sheet as prepared by a CPA
- Prior 2 years W-2 and/or 1099 for all income sources for all borrowers
- If using rental property income for loan qualification, current signed rental agreements on all rental property and prior 2 years income tax returns
- Prior 2 months account statement(s) from all financial institutions *other than* Sabine Federal Credit Union (*checking, savings, retirement, brokerage, 401k, IRA, etc.*)
- Documentation showing the source of funds for down-payment and closing costs (*i.e., savings account statement, 401k withdrawal, gift letter, pending sale of current home*)
- Copy of Warranty Deed, property insurance declarations, paid tax receipts, and mortgage statement, if applicable, for any other real estate currently owned and to be retained (*investment properties, vacation homes, etc.*)
- If applicable, divorce decree showing child support payments you either make or receive
- If new construction, a copy of the Warranty Deed to land, and Contractor's plans, bids, & specs

Please contact a mortgage loan officer for further information or to schedule an appointment for your application.