

SBS Pre-approval checklist

In our efforts to make the online pre-approval process as efficient as possible, we've created the following checklist. For later **full approval** and closing, you will need additional information that is not part of this list.

DOCUMENTS REQUIRED

- ☐ Entire signed loan application.
- ☐ 3 bureau credit report pulled by SBS Properties or yourself. If you have a recent mortgage credit report with 3 scores, we can use it so your credit won't be pulled again yet.
- ☐ 2 most recent consecutive pay-stubs for each borrower.
- ☐ 2008 and 2007 W-2's for each borrower.
- ☐ 2 most recent months' asset account statements (savings, retirement, stocks, checking, etc.)--**ALL PAGES, no internet printouts.**
- ☐ 2008 and 2007 tax returns will be needed *if self-employed or 100% commissioned employee.*
- ☐ Canceled earnest money deposit check (front and back); or bank statement evidencing payment of earnest money deposit *if these funds are needed to qualify.*
- ☐ Sales contract on present home or settlement statement from sale of previous home *if proceeds are needed for this transaction* for money at settlement or to show as assets.

Courtesy of SBS Properties