



13180 Metcalf Ave. • Overland Park, KS 66213 • Phone (913) 681-HOME • Fax (913) 814-7979

Home Buyer Checklist

Please fax copies of the following information to FX 913.814.7979

- Pay-stubs for the most recent FULL 30 DAY PERIOD (continue to keep)
- 2009 W-2's 2010 W-2's
- Copy of photo ID (*required*).
- If commission and/or bonus income is to be used, two (2) most recent years' personal federal income tax returns, including all schedules, K-1's and 1099s.
- If self-employed (owns 25% or more of the business), two (2) most recent years' corporate tax returns (forms 1020, 1120 or 1065)
- Most recent TWO MONTHS' statements for checking/savings accounts.
On line bank statements are not acceptable unless they are signed and dated by a bank official.
- Most recent statement for other asset accounts: 401(k) plan, IRA, Mutual Funds, stocks, etc.
- If either borrower has been divorced, a complete copy of the divorce decree AND property settlement.
- Gift affidavit: closely follow directions on the bottom of the gift letter or call us for specific directions and clarification.

Information To Provide After Selecting New Home

- Copy of real estate contract
- If present home is for sale, a copy of the listing agreement, with copy of contract and settlement statement to follow.
- Select home owners insurance agent and have them CONTACT *Jill Miller, at 913.681.HOME*

ADDITIONAL COMMENTS:
