



OVM
FINANCIAL

Date: _____ Referral Source/Agent: _____

Borrower: _____ Co-Borrower: _____
Phone: _____ Phone: _____
Email: _____ Email: _____

*Please Provide
Enclosed*

Please provide requested items promptly to prevent delays in processing and closing of your mortgage.

Please provide copies of checked items. Items in bold are standard for VA loans

- Driver's License(s)
- 30 Days Current Paystubs
- LES (if deductions, show allotment)**
- DD 214 Member Copy 4**
- Statement of Service (include letter of Intent to Re-enlist if ETS is less than one**
- Nearest living relative name, address, phone, and relationship to borrow**

Monthly Child Care Expenses \$ _____ Number of Children: _____ Ages of Children: _____

- Name, address, phone number for all employers for last 2 years. Include start/end dates, job title, type of business
- Personal Federal income tax returns for the following years: **2014, 2015** Please provide 2016 returns if available. If 2016 returns are not going to be filed, an extension will be needed, along with 2014 Returns and W2s
- Corporate Tax Returns for the following years: **2014, 2015**
- W2s and/or 1099s for the following years: **2015, 2016**
- Retirement/Disability/Social Security Awards Letter *(provide any applicable items)*
- Bankruptcy Paperwork *(all pages/schedules)* Chapter: _____ Date of Discharge: _____
- Letter of explanation for Bankruptcy
- 60 Days most recent bank statements for all accounts. *Include all pages, even if blank.*
- Most Recent 401K or retirement statement account *Include all pages, even if blank. IF APPLICABLE*
- Terms of Withdrawal from 401K or retirement account *If using funds for downpayment, closing, or reserves*
- Most recent statements for any stock accounts *Include all pages, even if blank.*
- Foreclosure/Short Sale/ Deed in Lieu, HUD Statement or deed to show date of transfer
- Divorce Decree/Property Settlement Agreement signed by all parties *Include all pages, even if blank.*
- Child Support documentation, signed by all parties
- Current Mortgage and/or Equity line statements for all owned properties
- Homeowner's insurance and tax bill for all owned properties not included on mortgage statement
- Lease/Rental agreements for all owned properties
- Addresses and landlord contact information for last two years

Other: _____
 Other: _____

By signing below you acknowledge that your loan cannot move forward until we receive all of the requested documentation above. If you are not able to provide any of the requested documentation, please contact your loan officer as soon as possible to avoid any delays in the processing of your loan.

Borrower Signature

Date

Co/Joint-Borrower Signature

Date