



DOCUMENTATION REQUEST LIST

Thank you for choosing Paramount Mortgage Company for your residential financing needs. In order to process your application, please provide the documents checked below. Time is of the essence and your prompt attention to the following requests is appreciated. Do not hesitate to contact your mortgage banker with any questions and thank you for your business.

- FEDERAL TAX RETURNS (INCLUDING ALL SCHEDULES) FOR YEARS 20__ & 20__.
- IF YOU HAVE AN OWNERSHIP INTEREST IN ANY PARTNERSHIP, LLC OR S CORP AS SHOWN ON SCHEDULE E OF YOUR TAX RETURNS, PLEASE PROVIDE K-1s FOR ALL SUCH ENTITIES.
- W2s FOR YEARS 20__ & 20__.
- PAY STUBS FOR THE PAST 30 DAYS.
- BANK STATEMENTS (ALL PAGES) FOR THE PAST 2 MONTHS.
- COPY OF YOUR HOME OWNERS INSURANCE POLICY (DECLARATIONS PAGE ONLY) ALONG WITH YOUR AGENT'S NAME AND PHONE NUMBER.
- IF YOU HAVE FILED BANKRUPTCY IN THE LAST SEVEN YEARS, A COPY OF YOUR BANKRUPTCY PAPERS – ALL PAGES.
- IF YOU PAY OR RECEIVE ALIMONY, CHILD SUPPORT OR OTHER COURT ORDERED PAYMENTS, WE MUST HAVE COPIES OF COURT DOCUMENTS.
- IF YOU INTEND TO USE GIFT FUNDS PLEASE BE AWARE WE WILL NEED DOCUMENTATION FROM THE DONOR WHICH WILL INCLUDE BANK STATEMENTS AND VARIOUS VERIFICATIONS ARE REQUIRED.

IF A REFINANCE:

- COPY OF MOST RECENT MORTGAGE STATEMENT.
- IF YOUR HOME IS TITLED IN THE NAME OF A TRUST, PLEASE INCLUDE FULL COPY OF SUCH TRUST.
- DO YOU HAVE A SECOND MORTGAGE OR HOME EQUITY LOAN, EVEN IF A ZERO BALANCE?

IF A PURCHASE:

- A COMPLETE COPY OF THE FULLY SIGNED SALES CONTRACT.

IF A YOU OR THE CO-BORROWER IS A VETERAN:

- A COPY OF YOUR DD214 OR CERTIFICATE OF ELIGIBILITY.

IF YOU ARE PURCHASING A CONDO:

- COPY OF CONDO BY-LAWS AND NAME AND NUMBER OF CONTACT PERSON IN CHARGE OF ASSOCIATION.