

Pacific West Capital
Loan Application Checklist
Phone: 714-557-0999
Fax: 714-705-0490

- 1) Copies of last 1 month of paystubs if you're an employee and W2s for the last 2 years. Paystubs should be computer generated and show your YTD earnings. If self-employed, 2 years of income tax returns (federal) are required. Additionally, income tax returns will be required when you own more than 25% of a corporation or you own any rental properties.
- 2) 2 months bank statements for checking, savings, investment accounts, or 401k or other retirement plan. These should be the most current statements available.
- 3) A copy of your most recent mortgage statement(2) if applicable.
- 4) If this is for a purchase transaction, a complete copy of the executed purchase contract signed by all parties. Copies of all the Counter Officers signed by all parties. These may be faxed, however if not readable, we will need copies mailed in.
- 5) If purchase transaction, name, address, phone number of escrow or title company who is handling the closing.
- 6) If purchase transaction, and you were previously renting, a copy of last 12 months cancelled rent checks. Also provide name, address, phone of landlord(s) for last 12 months.
- 7) If purchase transaction, and you recently sold your home, a copy of your final closing statement from the sale.
- 8) Homeowners association information if applicable. Include name, address, and telephone number of association or property management company.
- 9) A copy of your homeowners insurance policy declarations page. Provide agents name, address and telephone.
- 10) If you are receiving or paying alimony or child support, a complete copy of your divorce decree if applicable.
- 11) A complete copy of your bankruptcy filing and discharge paper if applicable.
- 12) A letter of explanation regarding any derogatory credit issues if applicable.
- 13) A copy of your state drivers license and social security cards.
- 14) A copy of your green card if applicable.
- 15) Payment for your Residential Mortgage Credit Report (RMCR) in the amount of \$22 payable to Pacific West Capital. This is for single or married joint borrowers.
- 16) Payment for the appraisal must be COD, and this will vary depending on the appraiser. Typical appraisal fees range from \$250-400 and vary by region.

Please note that we may require additional information in addition to the above items. Typically underwriters condition for a few other additional items, or some items require updating.