



*Ozona National Bank*

SINCE 1905

## Application Checklist

### THE FOLLOWING ITEMS ARE NEEDED TO PROCEED WITH YOUR MORTGAGE LOAN APPLICATION:

- \_\_\_\_\_ Copy of Social Security Card and Drivers' License
- \_\_\_\_\_ Copy of pay stubs covering the past 30 days
- \_\_\_\_\_ Copy of last two years' W-2 forms
- \_\_\_\_\_ Copy of most recent two months' bank statements and investment portfolios
- \_\_\_\_\_ Copy of most recent two years' federal tax returns with all schedules only if:
  - Self Employed; or
  - Receiving 25% or more of your income in commissions or bonuses; or
  - Retired; or
  - Own of rental properties
- \_\_\_\_\_ Copy of most recent two years' corporate tax returns with all schedules only if 25% or greater ownership in a company

#### If **Purchasing** a new home, please provide the following:

- \_\_\_\_\_ Copy of the executed Earnest Money Contract
- \_\_\_\_\_ Name and number of your sales agent

#### If **Refinancing** an existing home, please provide the following:

- \_\_\_\_\_ Copy of most recent mortgage statement for all liens being paid off
- \_\_\_\_\_ Copy of note for either the most recent refinance or the purchase of the property
- \_\_\_\_\_ Name and phone number of your home insurance agent
- \_\_\_\_\_ Copy of declaration page for Homeowner's Insurance Policy

#### If **Construction** of a new home, please provide the following:

- \_\_\_\_\_ Copy of closing statement of lot purchase
- \_\_\_\_\_ Copy of a set of plans and builders specifications
- \_\_\_\_\_ Copy of builder's proposal and cost breakout
- \_\_\_\_\_ Copy of most recent survey

#### Please provide the following information if applicable:

- \_\_\_\_\_ Copy of divorce decree - with all pages and signed by the judge
- \_\_\_\_\_ Copy of resident alien card - both front and back

[www.ozonabank.com](http://www.ozonabank.com)

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