



HOMEOWNER'S CHECKLIST

PERSONAL INFORMATION & EMPLOYMENT/INCOME

- Copy of valid ID such as driver's license or government ID
- 30 days' worth of pay stubs or most recent LES (leave & earnings statement)
- Last 2 years W2's
- If self-employed or receive commission or rental income: Last 2 years personal tax returns
- If you own a business: Last 2 years' business tax returns
- Copies of social security, pension, and/or retirement award letters and corresponding 1099s (if applicable)
- Divorce decree and settlement paperwork- Alimony or child support received (if applicable)
- Explanation letter for employment gaps

CREDIT/LIABILITIES

- Explanation for any credit issues
- Bankruptcy and discharge paperwork (if applicable)
- Information concerning any disputed items on your credit report

ASSETS

- 2 months bank statements for checking and savings
- 2 months statements for investment and retirement accounts (if applicable)
- Documentation for real estate currently owned (mortgage statement/copy of taxes) (if applicable)

PROPERTY INFORMATION/CLOSING REQUIREMENTS

- Purchase agreement accepted and signed by all parties
- Proof of paid first year homeowner's insurance (purchase) or proof of existing insurance (refinance/home equity)
- Gift letter signed by all participating parties (if applicable)

THANK YOU FOR CHOOSING BAYBANK!

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