



HOME BUYING CHECKLIST

**Go ahead & start planning.
We'll take care of the rest.**



Use this checklist as a guide to start collecting these items.

RESIDENCE HISTORY

- Addresses for the past 2 years and length of time you lived at each address
- Do you rent? If yes, your landlord's name, address and telephone number. The most recent 12 month rental history will be verified.

SAVINGS, CHECKING, & INVESTMENT ACCOUNTS

- Checking/Savings Accounts: 2 most recent monthly account statements
- Stock/Mutual Funds: 2 most recent monthly account statements
- 401K/Retirement Accounts: Most recent quarterly account statements

EMPLOYMENT HISTORY

- Names and addresses for all employers in the last 2 years
- Dates of employment for each employer
- Do you have gaps in employment? If yes, Letter explaining any gaps in the last 2 years.
- Pay stubs for the last 30 days
- Most recent 2 years W2s
- Most recent 2 years of 1040s (if applicable)
- YTD profit and loss statement and current balance sheet (if you are self employed)
- Award letter and copy of most recent check for retirement, Social Security, or disability income (if applicable)

MISCELLANEOUS (if applicable)

- Complete Bankruptcy papers, including discharge
- Complete Divorce papers, Child Support, Property Settlement
- Driver's License, State Issued ID or Social Security Card

ADDITIONAL INFORMATION

- Copy of most recent property tax bill
- Copy of most recent home owner's insurance bill
- Copy of most recent mortgage statement or coupon book

You may be required to provide the following information throughout the process of your loan application.



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