



MORTGAGE AND HOME EQUITY LOANS

Loan Officers Contact:

Alicia Jowels - 599-6814 | Connie Diaz - 599-6820 | Lily Flores - 599-6810

There are many items that your Loan Officer needs in order to complete your loan application. Please gather the items on the list below and then call a Mortgage Loan Officer to make an appointment. All applications are taken **by appointment only** at 8840 Gazelle Dr. 79925

Items Needed

Information and addresses:

- Residence Information: Addresses where you have lived for the past 2 years. If you have rented in those 2 years we will also need the name, address, and phone number of your landlord(s).
- Employment Information: Name, address, and phone numbers for your employer(s) for the past 2 years. If more than one employer in the last 2 years then we must also have the dates that you worked at each job. Explain any gaps in employment over thirty days
- Must provide valid ID.

Income:

- Proof of income, one complete month of most recent paystubs, 2 years of W-2s for each Borrower. If self-employed you will need to provide most recent 2 years tax returns and any additional returns that are needed such as Partnership returns. Recent YTD P&L Statement prepared by an accountant.
- If you are retired provide the award letter of your monthly amount and/or bank statements showing automatic deposit of the monthly amount.

Assets:

- Most recent 2 months of bank statement for all accounts other than El Paso Employees FCU.
- Verification of vested interest in retirement fund (if applicable).
- If selling a home to purchase a new home, a copy of the listing agreement is required.
- Proof of real estate owned (warranty deed).

If a Purchase:

- Copy of the purchase agreement for the home you are purchasing. If you are trying to get pre-approved before you purchase a home, you will not have this item but it will be required once you have made an offer and it is accepted.
- Insurance agent information and/or verification of homeowner's insurance.
- Real estate agent name and phone number.
- \$400 appraisal fee

If a Refinance or Home Equity loan:

- Verification of existing mortgage loan (mortgage statement) something showing the balance and phone number to obtain a loan payoff.
- Proof of Homeowner's insurance and Flood insurance (if applicable).
- Deed of Trust for existing mortgage.
- Title policy from when property was purchased.
- Survey from when the property was purchased or refinanced.
- Recent property tax statement
- \$400 appraisal fee for refinances.

Once the Loan Officer takes the application, it may be determined that additional items are required.