

NEW HOME CHECKLIST



GMFS MORTGAGE
CHANGING LIVES

GENERAL LOAN ITEMS:

Color copy of your driver's license(s)
30 days of most recent paystubs
60 days of most recent bank statements; any additional assets
Most recent two years of W2's; If self-employed we need the most recent tax returns including the profit/loss statement and any applicable schedules
Human Resource Contacts for current positions (if applicable)
If you currently own a home we will need a copy of your most recent mortgage statement
A copy of your insurance statement
If there is no mortgage on the property we will need a copy of the deed showing free and clear
If the property is sold recently we will need a copy of the final closing disclosure

PROPOSED HOME ITEMS:

Cash sale or act of donation for the land
If the land has not been purchased this would be a 2x Close transaction and we would need a purchase agreement
A PDF copy of your final plans
A PDF copy of your lot survey
A copy of the paid or unpaid receipt for a survey package
A copy of the Elevation Certificate (if applicable); or LOMA documentation
A Copy of your FINAL Project Bid and signed Builder Contract
A copy of your Builders Risk Quote and estimated Homeowners Insurance quote and Flood quote (if applicable)
A copy of the completed appraisal credit card authorization form (see attached). This is ordered once a copy of your final plans, project bid and builder contract are sent.

My application link is below and I can run your numbers and get you set up now so when your plans are finalized and bids firmed up we can move forward quickly. Feel free to send me anything via email, fax, or I can meet either of you and make copies. I look forward to working with you and your clients.



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