Wholesale
Submission Checklist

Documentation Required for Initial Submission to Intake Department

Required for ALL Loans

☐ Submission Fee Sheet

☐ Form 1008

Required Documentation:

Tax Documentation (All Borrowers)

☐ Form 1040 (individual tax returns) for last 2 years

Income & Assets Documentation – Wage Earners

☐ Paystubs covering most recent 30-day pay cycle

☐ W2 forms for most recent 2 years

☐ 1099 forms for Social Security or pension/retirement income or copies of award letters

☐ Bank/brokerage statements with all pages (including blanks) for 2 most recent months

☐ Proof of all additional assets that will be used for qualifying (i.e., asset utilization, pledge)

Income & Assets Documentation – Self-Employed

☐ K-1 forms for the 2 most recent years for all businesses owned on Schedule E of Form 1040

☐ Business Federal tax returns with schedules (for ownership of 25% or more) for most recent years

☐ Bank/brokerage statements with all pages (including blanks) for 2 most recent months

☐ Proof of all additional assets that will be used for qualifying (i.e., asset utilization, pledge)

Additional Documentation As Needed

Purchase Property ONLY

☐ Source of down payment (documented on Form 1003)

☐ Purchase contract for subject property

Non-U.S. Citizen (NRA) ONLY

☐ Applicable citizenship documentation (e.g., valid passport and/or visa)

☐ Income, credit or asset information in a foreign language must be translated by a certified translator

Alimony and/or Child Support ONLY

☐ Documented on Form 1003