

MINIMUM SUBMISSION DOCS

Assets & Income Documentation Required for Initial Underwriting Submission

Loan will be suspended if items are missing and Initial Underwriting will be delayed

Community Savings Fees

UW Fee: \$1,495
Doc Prep Fee: \$100

Mortgagee Clause

Community Savings
ISAOA/ATIMA,
Po Box 320
Caldwell, OH 43724

Minimum Documentation for UW Submission (all programs)

- Purchase Agreement and addendum's (if applicable)
- Mortgage statements for all financed properties (if applicable)
- Initial disclosures must be fully signed

1 Year Tax Return:

- Most recent year personal and business (if requested) tax return

WVOE Only:

- WVOE completed by HR, Payroll etc of company
- *Cannot be employed by family*
- *2 year history with same employer*

1099 Only:

- Most recent year 1099's
- *Client must be 100% commission (cannot be self-employed)*

Profit & Loss Only:

- Most recent 12 or 24 month CPA prepared P&L
- CPA must also provide letter confirming they have filed the most recent tax returns for borrower, borrowers ownership %, they attest to the figures of P&L, use of business funds will not affect the business.
- *Must be self employed for 2 years.*

12 or 24 Month Bank Statement

- Most recent 12 or 24 months consecutive bank statements
- *Client must be self employed for 2 years, business must be active for 2 years*

Full Document

- Most recent 2 years W-2's and most recent YTD paystub
- Most recent 2 years personal tax returns (if self employed or using rental income)
- Most recent 2 years business tax returns (if self employed)