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DOCUMENTS CHECKLIST

REQUIRED ITEMS: PLEASE PROVIDE SCANNED COPIES OF ALL DOCUMENTS ON A CO OR FLASH DRIVER MEDIA STORAGE:

[1.] A signed AUTHORIZATION TO REPRESENT form for each lender or loan service. Be sure to provide complete information about your lenders, including copies of all correspondence and notices you have received, contact names and phone numbers of lender-side representatives with whom you have discussed this matter.

[2.] Copies of all LEGAL NOTICES you have received from your lenders or loan servicers.

[3.] A completed Income and Expense form.

[4.] Copies of all BANK STATEMENTS for the past two (2) months.

[5.] Copies of your LAST 2 PAYCHECK STUBS. If you are self-employed, included a profit and loss statement for the last six (6) months and BANK STATEMENTS for your business accounts for the last six (6) months. If you have rented a room in your home, the lender will require a copy of the rental lease agreement.

[6.] A completed Borrower Statement of Information.

[7.] Copies of all NOTES (Promissory Notes) for all loans secured by the home. This is the actual promissory note on the mortgage, typically it is a 1-6 page document that details the terms of the loan. Look for the word "NOTE" in the title.

[8.] Copies of the most current mortgage payment coupons or statements for all loans secured by the home.

[9.] Complete copy of the LOAN DOCUMENTS. These are all the documents that were provided to you at the closing of the loan, including the HUD-1 form, all of the loan disclosures statements, etc.