



Mortgage Loan Checklist

FIRST BANK™

Division of Glacier Bank

The following items may be requested by your Lender. Please be prepared to provide the items that pertain to your particular situation upon request. You are not required to provide these items until you have signed your Intent to Proceed disclosure.



Income

Hourly and Salaried

- W-2 forms from previous 2 years (3 yrs if First Time Buyer)
- Pay stubs from previous 30 days (from each employer)

Self-employed

- K-1 form(s) from all business partnerships.
- Year-to-date profit & loss statement for the current year
- If you have 25% or more ownership in a business, provide previous 2 years of the business and personal tax returns

Social Security

- Current benefits awards letter or SSA 1099 (annual letter)

Disability

- Your loan officer will specify the required documentation

Retirement

- Previous 2 months of statements (or recent quarter)



Assets

Bank & Deposit

- 2 most recent statements for the account(s) showing the funds needed to close

Investment Accounts
(401K, IRA, Stock, etc.)

- Previous 2 months of statements (or recent quarter)

gifted equity used
for down payment

- Copy of gift letter indicating the amount and purpose of the gift with a statement saying the gift is not expected to be repaid
- Copy of the donor's check and proof of deposit in your account
- Gifted equity is recognized in the purchase agreement

Real Estate Owned
(current home, second
home, rentals, etc.)

- Complete address and estimated value for each property
- For rental properties, provide copies of signed lease(s)
- Evidence that the property tax and insurance have been paid
- Copy of the most recent mortgage statement (if financed)



Liabilities

Mortgage Loan(s)

- Copy of the most recent mortgage statement

If you rented a home or
apartment in past 2 yrs.

- Property address and amount of monthly rent
- Name and address of landlord

Alimony / Child Support /
Separate Maintenance

- Copy of divorce decree, separation agreement, or legal agreement that details continuing financial obligations

Liabilities not showing
on your credit report

- Provide details of the liability including: name and address of creditor, the balance owed, payment terms, and purpose



Subject Property

- Copy of fully executed purchase contract
- Copy of earnest money check
- Name and phone number of your home insurance agent
- Is the property on a private water well
- Trust Document, if applicable (page naming the trust and trustee signature page only)