

Pacific West Capital Loan Application Checklist for Home Purchase

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Please upload your documents into your members area at the web site, or email to the above email address or fax to the number above. Alternatively, you can overnight your package to the above address if you have lots of pages. Just let us know and we will provide you with a prepaid fedex label for this purpose.

[] Copies of your paystub(s) for your last 1 month and last 2 years W2s if you are an employee. Paystubs should be computer generated and show your YTD earnings.

[] If you receive Social Security benefits include your SSA1099 and your annual benefits awards letter. If you receive a pension include the awards letter showing the annual/monthly amount received.

[] If you are self-employed, 2 years of personal income tax returns are required. (all pages of the federal return only including any statements), or if you have unreimbursed employee business expenses (form 2106), or if you have rental properties. Additionally, business income tax returns (federal) will be required when you own more than 25% of a corporation, s-corporation, or partnership,(LLC). If this is the case, please include your operating agreement as well that shows the owners/members and division of profits/losses/capital.

[] Confirmation of assets: 2 most recent months bank statements for checking, savings, investment accounts, or 401k or other retirement plan. Please include all pages for each account listed on the loan application.

[] If you are going to document your income with 3, 12, or 24 months of bank statements using average deposits, provide the appropriate number of business or personal bank statements. (all pages) Be sure to send the account where the majority of funds are deposited for your business.

[] A copy of your most recent mortgage statements(s) for refinance transactions. If additional properties are owned, provide a mortgage statement for each property to verify if taxes and insurance and included in monthly payment.

[] A complete copy of the original executed purchase contract and escrow instructions signed by all parties. Be sure to include all counter offers full executed and down payment receipt.

[] If you were previously renting, a copy of last 12 months cancelled rent checks. Also provide name, address, phone of landord(s) for last 12 months.

[] If you recently sold your home, a copy of your final closing statement from the sale.

[] A copy of rental agreements for any investment properties you own.

[] Your homeowners insurance policy declarations page with agent contact information. This can be provided towards the end of your transaction.

[] If you are receiving or paying alimony or child support, a complete copy of your divorce decree

[] A signed and dated letter of explanation regarding any derogatory credit issues if applicable.

A copy of your state driver's license and social security cards.

A copy of your green card if applicable.

For business owners – a copy of your business license

Authorization for payment of appraisal and credit report. Typical appraisal fees range from \$425-550 and vary by region and appraisal type. Please complete the credit card authorization form provided.

Please note that we may require additional information in addition to the above items. Typically, lenders condition for a few additional items after your loan has been underwritten. We will let you know once we have received your loan appraisal. We will try to keep the conditions to a minimum.