



## BORROWER CHECKLIST

- \_\_\_\_\_ Completed and signed loan application form (Be sure to include all account numbers, names and addresses for all bank accounts and creditors.)
- \_\_\_\_\_ Signed authorization form
- \_\_\_\_\_ Copy of photo id
- \_\_\_\_\_ Explanation of loan request (Example: wish to purchase a home using first time home buyer program)
- \_\_\_\_\_ Copies of W-2 Forms and signed tax returns for the last two years (for 1<sup>st</sup> time home buyer's last 3 years)
- \_\_\_\_\_ Current paystub(s) covering pay periods for the last 30 days for each applicant (Example: if you are paid twice per month, please enclose two pay stubs)
- \_\_\_\_\_ Current bank statement (within the last 30 days) for all deposit accounts
- \_\_\_\_\_ Copy of purchase agreement signed by all buyers and sellers
- \_\_\_\_\_ Copy of construction costs (if applicable)
- \_\_\_\_\_ Landlord and residency information (1<sup>st</sup> time home buyer last 3 years)

If applicable:

- \_\_\_\_\_ Written bids or estimates for rehab work
- \_\_\_\_\_ Legal description of property and/or property tax statement
- \_\_\_\_\_ Copy of Bankruptcy papers
- \_\_\_\_\_ Copy of Divorce Decree/child support court order
- \_\_\_\_\_ If self-employed: Signed Year-to-Date profit & loss statement on business and signed copies of last 2 years personal and business federal income tax returns

**Please mail all documentation to:  
CommunityWorks North Dakota  
200 First Avenue NW  
Mandan, ND 58554**

*Call CommunityWorks North Dakota at 701-667-7600 with any questions.*