

**CITIZENS NATIONAL BANK**

**P.O. Box 231**

**Park Rapids, MN 56470**

**Phone: 218-732-3393**

**Fax: 218-732-9158**

ITEMS NEEDED TO PROCESS YOUR HOME LOAN APPLICATION:

\_\_\_\_\_ **Application** – Please include the account numbers, names, and addresses of each institution for which you have checking, savings, investments, loans, and/or credit cards. All borrowers need to sign.

\_\_\_\_\_ **W-2's** – Last two years of W-2 for all borrowers

\_\_\_\_\_ **Income Tax Returns** for the last two years. (with all schedules). Please sign the tax returns.

\_\_\_\_\_ **Pay stub** – Most recent pay stub for all borrowers, must contain at least 30 days of year to date earnings.

\_\_\_\_\_ **Bank Statements** – two most recent months bank statements for Savings and Checking accounts

\_\_\_\_\_ **Asset Accounts** – Most recent statements on other asset accounts (e.g.: retirement, IRA, 401-K, Mutual funds, Stocks)

\_\_\_\_\_ **Homeowners insurance**– Annual premium amount, Agent's name, address and phone number

\_\_\_\_\_ **Court Papers**– Complete divorce decree or other court order if paying child support.

**FOR FIRST TIME HOMEBUYERS**

\_\_\_\_\_ **Three full years of income tax** – Include W-2's and all schedules

\_\_\_\_\_ **Rental History** – Need landlord's name, address, and phone number for last two years

\_\_\_\_\_ **Vehicles** – Need year, make, and model

**If applicable, please provide:**

\_\_\_\_\_ **Business owners** – If you own 25% or more of a business or farm, or earn 25% or more of your income from commissions, please provide 2 years federal personal tax returns with all schedules. We may need partnership or corporate returns also depending on the situation, so if you have 2 years business returns readily available you will save time by bringing those in too. Be sure to sign each return.

\_\_\_\_\_ **Rental Income** – If you have rental income on a Schedule E of your tax return, we will need copies of the personal federal return to document any rental income or loss.

\_\_\_\_\_ **Other Income** – If you are using social security, SSI disability or pension to qualify for your loan, provide a copy of the award letter showing the amount of the income, or the 2 most recent deposit statements showing the amount received from these sources. Alimony, child support or separate maintenance income need not be revealed if the borrower or co borrower does not choose to have it considered for repaying this loan. If you choose to use alimony, child support or maintenance to be considered in qualifying for this loan, please provide a copy of the court order and 3 months recent deposit statements showing the amount received.

***Refinance Applicants***

\_\_\_\_\_ ***Property Tax Statement*** – Most recent property tax statement (needs to show parcel number, legal description and tax amount).

\_\_\_\_\_ ***Mortgage statement*** – Current mortgage statement or coupon that include your account number, address and phone for mortgage servicer.

\_\_\_\_\_ ***Abstract***– Original Abstract of title for property, or Torrens Certificate of title, or copy of owners title insurance if abstract has been surrendered for owner's policy.

\_\_\_\_\_ ***Improvements*** – List of any non-maintenance type improvements you have done if property was purchased in last 3 years and approximate cost of each improvement.

***Purchase Applicants***

\_\_\_\_\_ ***Purchase Agreement*** – Complete and legible purchase agreement signed by all parties with all addenda and disclosures

***Construction/Home Improvement Applicants:***

\_\_\_\_\_ ***Plans, specs and estimates***

\_\_\_\_\_ ***Name, Address, Phone number of General Contractor***

*Please return all necessary items ASAP to help assure the speedy processing of your application.*

\_\_\_\_\_ ***OTHER*** \_\_\_\_\_