



Home Loan Application Checklist

HOW TO APPLY

Apply online: www.kinecta.org (You can first view loan programs, interest rates and closing costs—select “Choose/check rates”).

Once you apply, be sure to click “yes” on any payoffs desired on your liabilities. Select your **Mortgage Loan Consultant** at the end of the application under “How did you hear about us?” so the file can be retrieved for you and the MLC can **lock the rate**. Please email or call us the same day to let us know you applied online.

Apply by Phone : If you cannot reach your MLC by phone, e-mail us at the address below.

Apply in writing: Complete a handwritten application available at our Member Service Centers or online under “online tools” at www.kinecta.org.

A credit report & review fee of \$16.74 plus an appraisal fee deposit of \$400 should be in your Kinecta account to apply, or we can accept the applicable fees by Visa or MC. (If the appraisal cost is more than the \$400 collected at the time of application, the additional amount may need to be collected prior to the appraisal order).

DOCUMENTATION NEEDED

FOR PURCHASE LOANS:

- Copy fully executed purchase contract with all counteroffers (must be signed by both buyers & sellers)
- Name/phone # of real estate agents for you and the seller as well as the escrow/settlement company
- Copies of recent two months’ bank, securities and 401k statements—all pages (verify source of funds for down payment and closing costs; if down is coming from the sale of present residence we will need a copy of the sales contract)
- Income information-See Below-for either Salaried or Self-Employed

FOR REFINANCE of your CURRENT MORTGAGE:

- Copy of homeowner’s insurance declaration page or billing statement (showing agent name, phone # and policy #)
- Complete & Sign “Statement of Information” for the Title Company to prepare for title insurance (see “online tools”)
- Copy of current mortgage statement for any mortgages on the property, (not needed if they are with Kinecta)
- Signed Borrower’s Certification & Authorization form
- Signed 4506T form for the IRS—this may be used to validate income documents provided
- Income information-See Below-for either Salaried or Self-Employed

FOR SALARIED EMPLOYEES:

- Copies of the most recent 2 pay stubs (or one if paid monthly)
- Copies of last two years’ W-2 forms
- If you have rental properties or if more than 25% of your income is from commission, we will need last 2 years federal tax returns (1040’s)

FOR SELF-EMPLOYED/RENTAL PROPERTY OWNERS:

- ❑ Copies of last two years' Federal Tax Returns (1040's with all pages & schedules, K1's, etc.)
- ❑ Copies of last two years' Corporate/Partnership Tax Returns (include all pages & schedules)—we may request a current profit and loss statement as well.

FOR RETIRED APPLICANTS:

- ❑ Copies of two years' pension and/or Social Security award letters
- ❑ Evidence of receipt payments or copy of last two current statements if direct deposit
- ❑ Copies of the last two months' current IRA, pension or annuity statements

NOTE: Additional items may be requested depending on your individual situation. If you have questions,

Call your [Mortgage Loan Consultant](#) at 800-854-4501 or email us at homeloans@kinecta.org.

Thank you for your business!