



# CORNERSTONE MORTGAGE LLC

NMLS#140031

Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Thanks again for your business and welcome to the Cornerstone Mortgage family. To help you prepare for completing a mortgage application, I've included a checklist of items, if you elect to proceed with an application. . If you have a few missing items, please provide what you have now and fax / email the rest as you obtain them.

**Borrower**

**Co-Borrower**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | Current paystubs: covering a 30 day period.   |
| _____ | _____ | Last two years of employment: addresses, phone numbers, and position / title.<br>Date started employment and date employment ended.   |
| _____ | _____ | Last two years of W2's and tax returns.   |
| _____ | _____ | Last two months of statements for checking, savings, and any other assets – <b>all pages.</b>   |
| _____ | _____ | Most recent statement – 401K, Mutual Fund, IRA's, stocks, etc. – <b>all pages</b>   |
| _____ | _____ | If you are refinancing and you have a home equity line of credit, please let us know if you would like to keep it open. Also, please try to provide a copy of the HELOC note. |
| _____ | _____ | A photo copy of your driver's license and social security card – if available.  |
| _____ | _____ | Please provide a copy of your current lender billing mortgage statement.  |
| _____ | _____ | A copy of home insurance coverage including name and phone number of your insurance agent.  |
|       |       | <b>If applicable – the following:</b>   |
| _____ | _____ | Bankruptcy Paper / Discharge Papers – <b>all pages</b>  |
| _____ | _____ | Child Support Decree – receive or payout  |
| _____ | _____ | Documentation of Satisfactions / Judgments or Liens   |

Please call if you have any questions.  
**Thank you,**

Angela LeBreck  
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