



## Consumer Real Estate Loan Documentation Checklist

Thank you for choosing The Bank of Southside Virginia for your financing needs. In order for BSV to expedite your loan request, we ask that you provide the following additional information where applicable.

### All Applicants:

- Check for application fee and appraisal costs - Amount: \$\_\_\_\_\_
- Completed, signed application. If more than one borrower, both borrowers need to sign the top of page 1
- Identification - Drivers License, Passport, Military ID
- Proof of income – Most recent 30 days pay stubs or other income verification
- Personal **Federal** Tax returns for prior 2 years – **ALL PAGES** or proof of extension
- W-2's for prior 2 years
- All account statements for most recent 60 days – **ALL PAGES**
- Sales Contract on current home
- Separation / Property Settlement agreement
- Divorce Decree
- Student Loan - proof of deferment
- Rent Roll or leases
- Mortgage statements on all properties
- Property Insurance policies on all properties - All Insurance Premiums are Current
- Real Estate Tax Information on all properties - All Tax Payments are Current

### If you are self-employed or have ownership interest in a business:

- Prior 2 years **Federal** Business tax returns **or** proof of extension.
- Year-to-Date Profit and Loss statement *if over 6 months since previous year end and verified by 3<sup>rd</sup> party*
- K-1's for **all** businesses

### Purchase request:

- Signed copy of Sales Contract including **all** Amendments and Riders
- If purchase is for an investment property provide proof of 6 months reserves for **all** investment properties  
*Reserves equal 6 months of principal, interest, taxes and insurance payments for each investment property*

### Refinance request:

- Mortgage Statement
- Property Insurance Statement
- Survey or Plat
- Deed
- Title Policy to obtain legal description

### Construction Loan request:

- Plans
- \*Materials Description
- \*Estimate of Construction Costs - Must have all written estimates attached
- \*Builder Contact Information Form
- Recent Perk Test or Septic Permit
- Builder contract signed by both parties

### Veteran Affairs (VA) borrowers will need the following additional information:

- Certificate of Eligibility
- If active duty, most recent LES - Leave & Earnings Statement
- DD214 - Defense Department form 214 Identifying condition of discharge

**\*BSV PROVIDES FORM**