



Required Documentation Checklist

1A. FROM YOU, THE BORROWER AND CO-BORROWER

If you are a Wage Earner (you receive a W-2 from your employer) please provide:

- Two (2) most recent Pay Stubs (two for each borrower)
- Length of service with Current Employer: Borrower Year(s): _____ Month(s): _____ Co-borrower Year(s): _____ Month(s): _____
- Most recent one (1) month's complete Bank Statement

If you are Self Employed, please provide:

- P & L Statement / Audited or reviewed YTD Income Statement (must provide)
- Most recent two (2) years' Tax Returns Completed (personal and business, signed with all pages) or 1099s or most recent two (2) years filed and proof of extension
- Last four (4) months complete Business and Personal Bank Statements (must provide all pages. If a business account is not used, provide a written statement stating a business account is not used)

Everyone must provide the following:

- Most recent statement(s) supporting assets listed on page 2 of the Request for Consideration of Short Sale Form (must provide all pages of statements)
- Most recent completed Tax Return (signed with all pages) or most recent filed and proof of extension (signed with all pages)
- Proof of occupancy (if owner occupied) - a recent utility bill in your name at property address
- If loan is Non-Escrowed:
 - A) Copy of the most recent property tax bill(s) with a copy of the cancelled check for all applicable taxes (County, City, School, etc.)
 - B) Copy of the current insurance declaration page for all applicable coverage types (must show premium amount for homeowner's, flood, and wind)
 - C) Proof of payment of Homeowner's Association Fees (if applicable)
- If Non-Owner Occupied:
 - A) Rental Income with copies of Rental Agreement if a tenant resides in the property
 - B) Amount of Principal, Interest, Taxes, Insurance, and Home Owner Dues for Primary Residence
 - C) Primary Residence Address
- Authorization to Provide and Release Information- Allows Realtor or designee to discuss the account with Chase, if desired.
Be sure to sign this form
- Completed Request for Consideration of Short Sale Form (enclosed). **Be sure to sign and date this form.**
- Completed 4506T-EZ - Request for Transcript of Tax Return (enclosed.) **Be sure to sign and date this form.**

1B. FROM YOUR REAL ESTATE AGENT

- Listing Agreement
- Detailed Listing History (MLS Printout)
- Sales / Purchase Contract (Signed Offer)
- 3 Comparable Active Listings/3 Comparable Sales/Pictures of the Property & Neighborhood
- HUD (Estimated Closing Statement)