



Real Estate Loan Application Client Checklist

This checklist is for informational purposes only at this time, to indicate the types of information that would eventually be needed for client convenience, and that no verification is needed until client provides their Intent to Proceed with the transaction, after receiving the Loan Estimate disclosures.

Income Verification

- Clients earning W2 Income:
 - Name, address, and phone numbers of all employers over the last two years
 - Income verification (choose one):
 - Federal tax returns (full package) / Most recent W2 covering each applicant
 - Paystubs covering the last 30 days showing year-to-date earnings for each applicant
 - Social Security and Retirement can be verified by official bank statement showing direct deposit
 - Validated personal financial statement
 - Verifiable payroll direct deposit (bank statement, snapshot of Online Banking deposit etc)

Note: If commission or bonuses need to be considered, previous year end paystub or tax return as well as most recent Year to Date paystub will be required.
- If applicable, verification of other income, such as but not limited to alimony, child support, or public assistance, as evidenced by court order or other documentation

Note: Alimony, child support, or separate maintenance income need not be revealed, if elected not to have it considered for repaying this loan.
- Self Employed:
 - Federal tax returns for the last 2 year's including K-1
- If bank, retirement, investment or other asset accounts are to be considered for income, provide the most recent year-to-date statement.

Insurance

- Proof of Hazard insurance, with Hancock Whitney Bank listed as lienholder
- Proof of Wind and Hail Insurance (if not included with Hazard), with Hancock Whitney Bank listed as lienholder
- Proof of Flood Insurance (if located in a flood zone), with Hancock Whitney Bank listed as lienholder

Other Documentation

- If purchase, copy of the 1st mortgage application (1003) will be required.
- Legal description from Survey or Warranty Deed
- Sales /Contract Price (for purchases) or the Estimated Value (for currently owned property)
- Proof of paid taxes (paid receipt, escrow statement, or copy of front and back of cancelled check)
- Is an existing dwelling on the property? Will demolition be required?

If YES: Name, phone number, and address of demo company along with the demolition cost