

## Real Estate Loan Documentation Needed

Due to Federal guidelines involving real estate loans, the following items must be presented to the Credit Union once you have received and reviewed your loan estimate.

### Income Verification

#### General Employment

- Two most recent paystubs
  - If you are an Air Products employee, you can make this request through APPortal - Employee Self Service/Benefits and Payment/Salary Statement.
  - Please note: A final paystub will be required just prior to closing to confirm active employment.
- Two most recent W-2s

#### Pension / Social Security

- Pension Income – 1099 (if retired for more than one year), or most recent pension statement showing gross amount, or letter from the organization listing your gross pension income.
- Social Security Income – Copy of your award letter for the current year provided by the Social Security Administration.

#### Self-Employment - must provide both

- Two most recent complete personal Federal (do not include State or Local) tax returns (IRS Form 1040), including W-2's and all scheduled. If you are applying after April 15th, the prior year tax return is required.
- Current year-to-date Profit and Loss (P&L) Statement and Balance Sheet
  - If you own 25% or more of your business, your business tax returns are also required along with a current year-to-date P&L Statement and Balance Sheet.

### Additional Documentation Required

#### Valid Photo ID

A photocopy of your current unexpired driver's license or state photo ID is the preferred form. If neither of these forms of ID are available, a copy of your passport is acceptable. Due to legibility, faxed copies are not acceptable.

#### Homeowners Insurance

Current Declaration page – showing dwelling coverage amount, policy beginning and end dates, annual premium, and agent's name and phone number.

#### Flood Insurance, if applicable

Current Declaration page - showing coverage beginning and end dates, annual premium, and agent's name and phone number.

#### Condo / Homeowners Association, if applicable

Copy of Condo Association or Homeowners Association dues and Master Condo Insurance Declaration page.

#### Real Estate Taxes Verification

Pennsylvania Properties - To reduce the amount of time needed to process a property search, billing statements for the current year property taxes including county, school and your municipality are needed. If you have not received your tax bill(s) for the current year, please provide the prior year billing statement(s) to confirm tax amount.

All Other States - Copies of **current** property tax bills including county, school, and municipality taxes. An escrow statement cannot be used for this information.

#### Monthly Mortgage Billing Statement

Statement showing breakdown of payment (i.e., principal, interest, escrow, PMI) - only required when there is a first lien mortgage loan with another mortgage company.