

***METROPOLITAN
MORTGAGE SERVICES, L.L.C.***

THANK YOU for choosing *METROPOLITAN MORTGAGE SERVICES, L.L.C.* for your mortgage financing needs. I very much look forward to working with you. Listed below you will find some of the information needed to initiate a mortgage loan application.

PLEASE NOTE: ALL ITEMS WITH "X" MUST BE SUBMITTED WHEN YOU APPLY FOR YOUR LOAN. WE WILL NOT BE ABLE TO BEGIN PROCESSING YOUR APPLICATION UNTIL THESE ITEMS ARE RECEIVED.

ONE CHECK PAYABLE TO *METROPOLITAN MORTGAGE SERVICES, L.L.C.* FOR:

- 1) CREDIT REPORT FEE: _____ @ \$ _____ ea. = \$ _____
APPRaisal FEE: _____
OTHER: _____
TOTAL AMOUNT OF CHECK: \$ _____
- 2) COMPLETE LIST OF YOUR ADDRESSES FOR PAST 2 YEARS (See Application.)
- 3) NAMES AND MAILING ADDRESSES FOR ANY LANDLORDS WITHIN THE PAST TWO YEARS.
- 4) COMPLETE MAILING ADDRESSES OF EMPLOYERS FOR PAST TWO YEARS (See Application.)
- 5) COMPLETE NAMES, MAILING ADDRESSES, ACCOUNT NUMBERS, BALANCES AND PAYMENT AMOUNTS FOR ALL LIABILITIES (See Application.)
- 6) _____ COPIES OF STATEMENTS COVERING PAST 60 DAYS FOR ALL ASSETS ACCOUNTS (CHECKING, SAVINGS, MONEY MARKET, CD, STOCKS, BONDS, ETC.) All pages please.
- 7) _____ COPIES OF TITLES TO ANY BOATS OR MOTOR VEHICLES THAT ARE LESS THAN FIVE YEARS OLD AND ARE OWNED FREE AND CLEAR.
- 8) _____ THREE MOST RECENT PAY STUBS.
- 9) _____ W2 FORMS FOR THE PAST TWO YEARS.
- 10) _____ COPY OF THE APPLICANT(S) DRIVER'S LICENSE FOR THE U.S.A. PATRIOT ACT.
- 11) _____ IF NON-SALARY INCOME OF ANY TYPE IS TO BE USED IN QUALIFYING WE REQUIRE SIGNED COPIES OF COMPLETE TAX RETURNS (WITH ALL SCHEDULES) FOR THE PAST TWO YEARS.
- 12) _____ IF SELF-EMPLOYED (MORE THAN 24% OWNERSHIP IN COMPANY) WE REQUIRE SIGNED COPIES OF COMPLETE BUSINESS TAX RETURNS (WITH ALL SCHEDULES) FOR THE PAST TWO YEARS AS WELL AS ACCOUNTANT- PREPARED YEAR-TO-DATE FINANCIAL STATEMENT.
- 13) _____ DIVORCE DECREE AND SEPARATION AGREEMENT IF YOU ARE PAYING OR RECEIVING ALIMONY OR CHILD SUPPORT.
- 14) _____ LEASES FOR ANY RENTAL PROPERTY OWNED.
- 15) _____ SALES CONTRACT ON PRESENT HOME.
- 16) _____ IF YOU ARE PURCHASING WE REQUIRE A COMPLETE COPY OF THE RATIFIED SALES CONTRACT WITH ALL ADDENDUMS.
- 17) _____ IF YOU ARE PURCHASING WE REQUIRE A COPY OF THE CANCELLED EARNEST MONEY DEPOSIT CHECK (WHEN AVAILABLE.)
- 18) _____ IF YOU ARE REFINANCING WE REQUIRE COPIES OF THE DEED, SURVEY, TITLE INSURANCE POLICY AND HOMEOWNERS INSURANCE POLICY (DECLARATION PAGE.)
- 19) _____ IF YOUR PROPERTY IS IN A CONDOMINIUM ASSOCIATION OR A HOMEOWNERS ASSOCIATION WE REQUIRE THE MAILING ADDRESS OF THE PROPERTY MANAGEMENT COMPANY. (NOTE: MANY MANAGEMENT COMPANIES CHARGE A FEE FOR COMPLETION OF A "LENDER'S LETTER". PLEASE CONTACT YOUR MANAGEMENT COMPANY FOR THE AMOUNT OF FEE AND INCLUDE A SEPARATE CHECK PAYABLE TO THE MANAGEMENT COMPANY WITH YOUR LOAN APPLICATION PAPERS.)