THE MORTGAGE PROS FUNDING, INC
NMLS #1727217 BRE # 02046158

Pre-Approval Document Checklist

Please gather and submit the following required documents to initiate your mortgage pre-approval process. Providing clear, complete files upfront helps ensure a fast turn-around time.

1. INCOME & EMPLOYMENT

- ✓ **Paystubs:** Most recent consecutive paystubs covering a full **30-day period**.
- ✓ **W-2 Forms:** Official W-2 statements from all employers for the **last 2 years**.
- ✓ **Tax Returns:** Signed Federal Tax Returns (Form 1040s) with all schedules for the **last 2 years**.

2. ASSETS & IDENTIFICATION

- ✓ **Bank Statements:** Full statements for all checking and savings accounts for the **last 2 months**.
- ✓ **Government ID:** Clear copy of a valid **Driver's License** or State Photo ID.
- ✓ **Social Security Card:** Legible copy of your **Social Security Card** or verification letter.

3. EXISTING REAL ESTATE OWNED (IF APPLICABLE)

- ✓ **Mortgage Statements:** Most recent monthly statement for all properties currently owned.
- ✓ **Homeowner's Insurance:** Declarations page showing coverage details and premium cost.
- ✓ **Property Taxes & HOA:** Recent property tax statement and current HOA fee bill (if applicable).
- ✓ **Lease Agreements:** Current active lease agreements if collecting rental income.

Document Submission Guidelines

- **Submit Full Pages:** Include all pages of every statement (e.g., page 1 of 6, including blank final pages).
- **Legible Copies:** Ensure all text, account numbers, and figures are clearly readable without cropped margins or shadows.
- **Accepted Formats:** PDF files generated directly from online banking portals are preferred over screenshot photos.