

# Olympia Federal Savings

## HOME BUYER'S APPLICATION CHECKLIST

### GATHERING YOUR PAPERWORK BEFORE YOU APPLY MAKES THE PROCESS MORE EFFICIENT

We are here to guide you through every step of financing, making the process as convenient and hassle-free as possible. One way you can help expedite the process is to gather information before you apply. Here is a list of documents you and your co-borrowers may need to complete your mortgage application. Additional documents may also be needed later in the process.

#### YOUR MOST RECENT PAY STUBS

##### IF YOU GET PAID

Every Week  
Every Two Weeks  
Monthly

##### YOU NEED TO SEND

Your last five pay stubs  
Your last three pay stubs  
Your last pay stub

*Note: your pay stub(s) cannot be more than one month old at the time you submit your application. It must include your year-to-date totals.*

#### YOUR W-2's FOR THE LAST 2 YEARS

Or, if self employed, your most recent tax returns for the last two years

- For non W-2 wages, please provide the most recent two years of tax returns. We need all pages, schedules and page 2 signed. For self-employed or business owners, please provide the most recent signed copies of 2 years of business tax returns filed for company. (ex: K-1s, 1065, 1120)
- Signed copy of year-to-date profit-and-loss statement and current balance sheet for the business.

#### YOUR BANK AND INVESTMENT STATEMENTS FOR THE LAST 2 MONTHS

- Be sure to copy all pages of your statements (front and back). If you don't receive paper statements, please print your entire online statement.
- Don't forget to include all of your accounts (checking, savings and investments). The statements must show your full name, account number and the bank's name and address. You may need to provide a detailed letter of explanation and a copy of the statements or receipts for any large deposits.

#### OTHER

- **Purchase and Sales Agreement:** This indicates that you have found a new home and are ready to move forward with your application. Make sure it is signed by all parties.
- **Homeowners Insurance:** You will need name of agent and the phone number.
- **HOA contract information:** if applicable.
- **Social Security, Disability & Pension:** You will need your award letter or benefit statement.

#### FOR CONSTRUCTION LOANS ONLY:

- Copy of site plans
- Signed description of materials form
- Evidence showing building permit has been applied (receipt from county)
- Signed cost breakdown form
- If owner-builder, resume showing building experience
- Signed contract between builder & client

## WE'RE HERE TO HELP

Call us at (360) 754-3400 or (800) 865-3470 and we'll connect you with a loan officer that will be happy to assist. You can also visit one of our eight branch locations or start your loan application online at [www.olyfed.mortgagewebcenter.com](http://www.olyfed.mortgagewebcenter.com).



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