Desire *and* Hope

FREE CHECKLIST · STAGE: PROGRAMS & PREAPPROVAL

Solo Homebuyer *Document* Checklist

For: Organizing a one-borrower mortgage application packet

Prepared by Gustav Emilio. · **Sources checked:** 23 November 2026 · desireandhope.com



Note: This is general information, not financial or legal advice. Rules, rates and limits change. Talk to a licensed professional before you decide.

BEFORE YOU START

Lender and loan-program documentation rules vary and change. Confirm exact requirements with your lender.



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— Before You Hand Over Documents: Know the Two-Stage Rule

- **To request a Loan Estimate:** A lender **cannot** require verifying documents (such as W-2s or pay stubs) just to give you an official Loan Estimate. You only need to submit six items: your name, income, Social Security number (for a credit check), property address, estimated property value, and loan amount sought (CFPB) [1].
- **After you apply / choose to proceed:** Your lender will verify your full financial packet. With one income carrying 100% of qualifying ratios, clean paperwork keeps underwriting predictable (CFPB) [2].
- **Protect your credit while shopping:** Check your own credit report free first (checking your own credit does not affect your scores). Multiple mortgage lender credit checks within a **45-day window** record on your credit report as a single inquiry (CFPB) [3].

01 Identity & Application Basics

- ☐ **Government-issued photo ID** (driver's license or state non-driver ID) [2]
- ☐ **Social Security number** (for credit check and Form 1003 application) [2]
- ☐ **Documentation of any recent name change**, if applicable [2]
- ☐ **2-year residential address history** & landlord contact details if currently renting (for Fannie Mae Form 1003 / Uniform Residential Loan Application) [2]
- ☐ **Housing counseling or homebuyer education certificate**, if completed (required if all occupying borrowers are first-time buyers on Fannie Mae >95% LTV purchases) [2][4]
- ☐ **VA Certificate of Eligibility (COE)**, if applying for a VA-backed loan [2]

02 One-Income Verification

- ☐ **Pay stubs covering the last 30 days** [2]
- ☐ **W-2 forms for the last 2 years** [2]
- ☐ **Signed federal income tax returns for the last 2 years** (all schedules) [2]
- ☐ **Documentation of other income sources** (if used to qualify: bonuses, overtime, 1099 / self-employment returns, dividends, Social Security, or pension award letters) [2]
- ☐ **Written employment / gap explanations**, if you changed roles or employers within the past 2 years

03 Assets, Down Payment & Large Deposits

Under Fannie Mae's purchase verification rules (`B3-4.2-01` & `B3-4.4-02`), depository statements must cover the **most recent full two months (60 days)** of account activity, and the latest monthly statement must be dated **within 45 days** of your initial loan application date (or most recent quarter within 90 days for quarterly accounts) [5][6].

- ☐ **Two most recent consecutive monthly statements** for every checking, savings, and money-market account used for closing or reserves [2][5][6]
- ☐ **Investment / retirement account statements** showing vested balances and withdrawal terms, if counted toward reserves or closing [5]
- ☐ **Every page of every multi-page PDF** — include pages marked *"This page intentionally left blank"* and ensure downloaded online statements show the institution name, your name, last 4 digits of account number, time period, all transactions, ending balance, and URL banner [2][5]
- ☐ **Paper trail for any "large deposit"**: Fannie Mae defines a large deposit on a purchase loan as any **single deposit exceeding 50% of your total monthly qualifying income** (`B3-4.2-02`) — keep transfer slips, asset-sale records, or bonus pay stubs ready so those funds aren't deducted from verified assets [7]

04 Gift Funds (If Any Portion Comes from a Donor)

Under Fannie Mae (`B3-4.3-04`), personal gift funds from an acceptable donor require [8]:

- ☐ **Signed gift letter** stating the exact or maximum dollar amount, a statement that **no repayment is expected**, and the donor's name, address, telephone number, and relationship to you [2][8]
- ☐ **Proof of donor funds / transfer** (copy of donor's check and deposit slip, withdrawal and deposit slips, electronic transfer record, or closing-agent receipt) [8]

05 Monthly Liabilities & Credit Readiness

- ☐ **Current statements for all monthly debts** (auto loans, student loans, credit cards, personal loans, or lease agreements) to confirm the balances and minimum payments lenders include in DTI [9]

- [ ] **Pause new credit applications** (new cards or auto loans) before and during underwriting — new debt triggers re-underwriting and extra credit inquiries [3][9]
- [ ] **Sole-ownership planning check:** Confirm how you intend to take title as a sole owner before closing, and keep a separate estate/backup folder (for legal/estate guides outside homebuying, see Solo by Choice).

Sources

All checked 23 November 2026

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