



# FOXBORO Federal SAVINGS

## *Internet Mortgage Application Checklist*

Foxboro Federal Savings is committed to giving you prompt and courteous service in the processing of your mortgage application. In order to help expedite this process the following checklist is provided for your convenience. Please provide us with the following at the time of application:

- 1.) A completed first mortgage application signed by all borrowers, with the names and addresses including zip codes for all you savings and liabilities accounts (include all account numbers)
- 2.) Signed Rate Lock form. **The rate will be locked at the highest rate offered on the date of the Express Overnight Mail postmark of your fully completed internet mortgage application package; packages received by regular mail will be locked at the rate offered on the day we receive it.**
- 3.) **Salaried employees:** Please provide your past 2 years of W2's and pay stubs for the past month.  
**If self-employed or commissioned:** or if rental income is needed to qualify for the mortgage: please submit past two years of complete & **signed** income tax returns with all schedules, W2's and 1099's. A current YTD Profit and Loss statement may be requested.
  - 3a.) If tax returns are submitted, borrowers will be required to sign an IRS 4506T form, that we will provide.
- 4.) Statements for the past 3 months on all bank and investment accounts.
- 5.) If the mortgage is for a home purchase, an executed purchase and sale agreement and a copy of the deposit check front & back. If this mortgage loan has a 95% LTV, a Home Inspection Report is required.
  - 5a.) If part of your down payment is a gift, a notarized gift letter is required.
  - 5b.) If you currently rent, the last twelve months of your rent receipts or cancelled checks.
- 6.) If loan is a refinance, a copy of your deed, your most recently paid real estate tax bill, a copy of your most recent plot plan, and a copy of your current mortgage bill.
- 7.) Please submit a **check** for the amount referenced by the Rate Lock Option you wish to exercise. The Rate Lock form is on the website; please read it in its entirety before signing it.