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Documents Needed For a Rate / Term Refinance

All Borrowers

- Copies of the pay-stubs documenting most recent 30 days and showing Year-to-Date income *(if you are employed)*
- Copies of the last 2 years W-2's *(if you are employed)*
- A copy of your current mortgage statement
- Copies of the most recent bank statements covering two monthly cycles.
 1. Please include **all numbered pages** for each statement even if one or some of the pages are blank.
 2. Internet transaction histories cannot be substituted for actual statement copies.
 3. Please do not redact any information on the statement
- A copy of the most recent IRA, 401(k), pension or retirement statement(s)
- California Driver License (or photo ID for non-driving Borrower) for all Borrowers
- Copy of Social Security card for all Borrowers
- Copy of Declarations page from your Homeowner's Insurance Policy *(The page that shows your annual premium)*
- Borrower's Credit Authorization Form *(This document was enclosed with this document)*
- Divorce Decree or court order to document child support and or alimony received or paid *(if applicable)*
- Complete Bankruptcy Papers Including all Schedules and a Copy of the Discharge of Debtors *(if applicable)*
- Additional income documentation if received *(e.g. mileage, auto allowance, etc.)*
- If your income increased by more than 30% from last year to this current year please write a letter of explanation.
- If your income decreased by more than 10% from last year to this current year please write a letter of explanation.

Additional Documents Needed for SELF-EMPLOYED Borrowers

- Copies of the last 2 years' tax returns
 1. Please sign page 2 at the bottom using ink.
- A copy of your business license
- A letter from your CPA or accountant stating you are self-employed and have been for at least two years
- Current Profit and Loss Statement generated by your CPA or accountant

Additional Documents Needed IF YOU OWN ADDITIONAL PROPERTIES

- A copy of the most recent mortgage statement *(for each property owned)*
- A copy of the property tax bill *(for each property owned)*
- A copy of the homeowners insurance declaration page *(for each property owned)*
- A copy of the Homeowners Association bill *(for each property owned if applicable)*
- A copy of the of rental agreement you have with any tenants *(for each property owned if applicable)*

Additional Documents Needed IF YOU RECEIVE SOCIAL SECURITY OR DISABILITY

- A Copy of your annual Award Letter listing the monthly benefit

Additional Documents Needed IF YOU HAVE A CALIFORNIA HERO OR PACE PROGRAM LIEN

- A Copy of your loan paperwork.