



ActionOne Financial – Residential Loan Application Checklist

1. Complete and sign Loan Application for first borrower
2. Complete and sign Loan Application for second or more borrowers
3. Complete and sign Borrower Authorization
4. Complete and sign IRS form 4506
5. Complete and sign Credit Card Authorization
6. Complete and sign SSA Auhtorization
7. Clear copy of Driver’s License
8. Clear copy of Social Security Card
9. Clear copy of green card (front/back) or proof of citizenship if not born in the U.S.
10. Clear copy of three (3) most recent bank statements, all pages for all accounts, personal and business, if applicable
11. Clear copy of most recent paystubs covering last 30 days
12. Clear copy of most recent mortgage statement and evidence of insurance (for all properties owned)
13. Clear copy of Divorce or Child Support papers if, applicable
14. Clear copy of two (2) years Federal Tax Returns, personal and business, if applicable
15. Clear copy of W-2's & 1099's for the last two (2) years

Please see below of entity specific documentation we may need.

Required Entity Documentation:	
Corporation: --Articles of Incorporation (Filed with the Secretary of State) --Statement of Information (SI-200) --Corporate Resolution to borrower --Minutes of the most recent Board of Directors meeting appointing current officers (if Corporate Officers named in the Statement of information have changed)	Limited Liability Company --Articles of Organization (LLC-1) and any amendments --Statement of Information (LLC-12) --Executed Operating Agreement
Trust: --Copy of Title pages, powers pages and all signature pages --Copy of all/any amendments	Partnership: --Partnership Agreement --Recorded Certification of Partnership --Recorded LP-1 Statement (For LLP only)

