

Required Documents for a Mortgage Loan

Listed below are the required supporting documents when you apply for a mortgage at BBVA Compass. To expedite the processing of your pending loan application, please provide all applicable documents as soon as possible.

Identification

- Resident Alien Card (if you are a Permanent Resident Alien)

Income

Salary/Hourly Employment (wage earner)

- Most recent 30 days of Paycheck Stubs
- Most recent 2 years of W-2s

Self-Employment

- Most recent 2 years of Personal Income Tax Returns (all Schedules and all pages)
- Most recent 2 years of Business Tax Returns (all Schedules and pages; Form 1065 if a Partnership; Form 1120 if a Corporation)
- Most recent 2 years of Business Licenses or a CPA Letter
- Most recent 2 years of Schedule K-1s (if a Partnership or a Corporation)
- Most recent 2 years of Form 1099
- Signed Year-to-Date Profit and Loss Statement for current year
- Proof of IRS-Granted Income Tax Extension for prior year (if applicable)

Fixed Income

- Most recent 2 years of Form 1099
- Current year's Social Security Awards Letter
- Current year's Pension or Annuity Awards Letter
- Most recent 2 months of Retirement Account Statements (all pages) and Retirement Income Distribution Schedule
- Most recent 2 months of Account Statements showing Social Security, Pension, Annuity, Dividend, or Interest Income being direct deposited (all pages)
- Most recent 3 months of Account Statements showing Child Support or Alimony Income being direct deposited (all pages) and executed Divorce Decree, Separation Agreement, or Court Order (only applicable if you wish to have this income source considered for this application)

Rental Income

- Current Lease Agreements for all Rental/Investment Properties (all pages)
- Most recent 2 years of Personal Income Tax Returns (all Schedules and pages)

Assets

- Most recent 2 months of Bank Account Statements for Checking, Savings, Money Market, CD, and Non-Retirement Investment Accounts (all pages; online transaction histories/summaries are not acceptable)
- Most recent 2 months of Retirement Account Statements (all pages)
- Retirement Account Early Withdrawal Terms and Conditions (if Retirement Accounts are being used for funds to close)
- Copy of the Earnest Money Deposit Check (front and back) if a Purchase

Liabilities

- Executed Divorce Decree, Separation Agreement, or Court Order (if paying Child Support or Alimony)
- Complete Bankruptcy Discharge Papers (all Schedules and all pages)
- Signed Letter of Explanation for Credit Inquiries within the last 120 days
- Signed Letter of Explanation for Derogatory Credit (if applicable)
- Signed Letter of Explanation for Purpose of Cash-Out (if Cash-Out Refinance)
- Executed Mortgage Note for Existing 2nd Mortgage/HELOC (if subordinating - all pages)

Miscellaneous

- Executed Purchase Contract/Sales Agreement (all pages and Addendums; signed by all parties)
- Most recent Mortgage Statement for all outstanding mortgages on all properties financed
- Current Homeowner's Insurance Policy Declarations page for all properties owned
- Most recent Property Tax Bill for all properties owned (or proof of Property Tax Exemption)
- Current HO-6 Condominium Insurance Policy for all Condominiums owned
- Most recent Homeowner's/Condominium Association Bill/Statement (if applicable)
- Revocable Trust Agreement if Title is held in a Trust (all pages)
- Private Road Maintenance Agreement (if applicable - all pages)
- Survey (if subject property is located in a survey state - all pages; must be <10 years old)
- Signed Letter of Explanation for gap in employment within the past 2 years
- Signed Credit Card Authorization Form required to order the Appraisal
- Death Certificate if any party currently vested on Title is deceased
- Signed Gift Funds Letter and a copy of the Donor Check (front and back, if applicable)

For more information, contact your BBVA Compass Mortgage Professional.

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All loans subject to program eligibility, collateral and underwriting requirements, and approval, including credit approval. BBVA Compass is a trade name of Compass Bank. Compass Bank, Member FDIC.