

# *Checklist*

Please provide the documentation, requested below, that pertains to you. Remember, the more complete your application, the faster we will be able to complete the processing of your loan.

## **Income Verification**

### **If you are salaried:**

- ◇ Copies of your most recent paystubs covering a one month period.
- ◇ Personal income tax W-2 forms for the last 2 years

### **If you are self-employed or commissioned:**

- ◇ Complete Federal Tax Returns (1040s) including all schedules for the last 2 years.
- ◇ Year to date paystubs for all jobs; or Profit and Loss Statement (small business)

### **If you own 25% or more of a Corporation or Partnership:**

- ◇ Complete Corporate Tax Returns (1120s) for the last 2 years
- ◇ Complete Partnership Tax Returns (1065s) for the last 2 years

### **If you also claim other income:**

- ◇ Rental Agreements, if you own rental property.
- ◇ Social Security Award Letter (or copies of your S.S. checks or direct deposit statements).
- ◇ Retirement Award Letter (or copies of your retirement checks or direct deposit statements).

## **Asset Verification**

### **Please provide 3 months of statements (or 1 quarterly) for the applicable accounts:**

- ◇ Checking and Savings (Credit Union, Bank, etc.).
- ◇ Stocks and Investments.

## **Purchase Money Loans Only**

### **Please provide copies of the following documents:**

- ◇ Signed Purchase Agreement and Disclosure Statement with all addendums.
- ◇ If any of the down payment is a gift or was received in the last 3 - 6 months, please contact your loan consultant for important instructions.
- ◇ If presently renting, please provide your landlord's name and address.

## **Other Items Needed**

### **Additional Documents and Fees**

- ◇ Attached forms (Credit Authorization, Fair Lending Notice & ECOA, IRS form 4506-T)
- ◇ Copy of Driver's License (For Patriot Act requirements)
- ◇ Copy of Homeowner's Insurance (As soon as possible)
- ◇ Appraisal Fee (By credit card at time of order. Appraisal must be ordered by time of rate lock)

If you have any questions about your application, please do not hesitate to call your loan consultant at our toll free number **877.4.VARRIS**. We look forward to assisting you!

# ***Credit Authorization***

## **Authorization to Release Information**

I/We, the undersigned, have applied for a real estate loan with:

**VARRIS Mortgage Solutions**  
authorized representative for  
**PostCity Financial Credit Union**

As part of the application process, the aforementioned may verify information contained in my/our loan application and in other documents required to process my/our loan, either before the loan is closed or as part of its quality control program. Necessary credit information may include, but is not limited to:

- ◇ Banking, checking, savings and credit account information.
- ◇ Employment history including wages, position, reason for leaving, length of employment, etc.
- ◇ Mortgage loan history including rates, open date, current balance, payment history, monthly payment, etc.

Additionally, I/We agree that my mortgage loan application may be reviewed by a correspondent investor in contract with the credit union and an automated underwriting system (AUS) including, Fannie Mae's Desktop Underwriter™, Freddie Mac's Loan Prospector™ or the investor's proprietary AUS to assist in processing my application. I/We authorize the aforementioned to obtain copies of my credit reports and any other information they require to process my application, such as employment, income, asset and liability, and other information about me/us. I/We also agree that the aforementioned may use the information about me to assess and improve the effectiveness and accuracy of their underwriting procedures and requirements.

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**Member's Signature**

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**Date**

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**Member's Signature**

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**Date**

**VARRIS Mortgage Solutions**  
1450 Grant Avenue, Suite 204  
Novato, CA 94945  
Tel. (415) 209-9500 Fax. (415) 209-9503

# ***Fair Lending & Equal Credit Opportunity Act Notices***

## **State of California Fair Lending Notice**

### **The Housing Financial Discrimination Act of 1977 - Fair Lending Notice**

It is illegal to discriminate in the provision of or in the availability of financial assistance because of the consideration of:

1. Trends, characteristics or conditions in the neighborhood or geographic area surrounding a housing accommodation, unless the financial institution can demonstrate in the particular case that such consideration is required to avoid an unsafe and unsound business practice; or
2. Race, color, religion, sex, marital status, national origin or ancestry.

It is illegal to consider the racial, ethnic, religious or national origin composition of a neighborhood or geographic area surrounding a housing accommodation or in determining whether or not, or under what terms and conditions to provide financial assistance. These provisions govern financial assistance for the purpose of the home improvement of any one to four unit family residence.

If you have any questions about your rights, or if you wish to file a complaint, contact the management of this financial institution or:

**National Credit Union Administration**  
**Office of Consumer Protection**  
1775 Duke Street  
Alexandria, VA 22314

### **Equal Credit Opportunity Act - Notice to Applicants**

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against applicants on the basis of sex or marital status. The Federal agency which administers compliance with this law concerning the lender is:

**National Credit Union Administration**  
**Office of Consumer Protection**  
1775 Duke Street  
Alexandria, VA 22314

A lender will not refuse, by reason of sex or marital status, to make a separate mortgage loan to any applicant who is or will be sole and separate owner of the property. If more than one person, whether or not husband and wife, are or will be the owners, or if the property is or will be community property, then all must apply for and become liable for this loan.

No information need be furnished with respect to a spouse or former spouse who is not an applicant unless the applicant is relying on community property or alimony, child support or maintenance payments from the spouse or former spouse as a basis of repayment of the loan.

If the information furnished in the application does not show an adequate credit standing for the applicant, the lender will not be in a position to process the application. Therefore, it is in the interest of the applicant to furnish all pertinent credit information even though not required.

**I/We received a copy of this notice.**

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**Member's Signature**

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**Date**

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**Member's Signature**

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**Date**