

Capital District Community Loan Fund, Inc.  
255 Orange Street, Albany, NY 12210

The following information is required to proceed with the processing of your mortgage application. If all information is not received AS SOON AS POSSIBLE, there will be delays in the processing of your loan which could result in you losing your locked-in rate and/or not meeting your commitment/closing date. These items can be mailed, dropped off at 255 Orange Street, Suite 103, Albany, NY or faxed to (518) 689-0086, ATT: Joseph Landy (518) 436-8586

- Deed
- Property and School Tax Receipts
- Abstract or Title Insurance Policy
- Survey ( ) Year End Mortgage Statement
- Paystubs
- W-2 statements
- 1099 statements
- Checking/ Savings: Account Numbers and Addresses
- Personal Tax Returns (with original signatures) Years 20\_\_ and 20\_\_
- Year to Date Profit and Loss
- Divorce AND Separation Agreement
- Evidence of Child Support Payments (twelve months of canceled checks)
- Statement from Child Support Collection Unit
- Award Letters for Social Security and Pension Income
- Leases
- Tax (school and property) and Insurance Receipts for Rental/Vacation Properties
- Mortgage Verification-copies of cancelled checks, front and back for the past twelve months
- Deposit Verification-copies of the last three months bank statements or passbook
- Source of Funds Statement
- Gift Letter
- Copy of Gift Letter
- Copy of Gift Deposit Slip
- Verification of deposit signed by donor with bank address and account number
- Copy of signed Purchase/Sale contract
- Rent verification with name and address of landlord
- Additional items listed below:
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  - \_\_\_\_\_

I understand that it is MY responsibility to provide the above information.

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\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_

Date