



Preparing You for Your Home Loan

Mortgage Application may now be made on-line!

Our website address is: <http://gulfcreditunion.lendingoutpost.com>. Click on the “apply on-line” link located on both the right and left side of the page and complete the “mortgage loan application”.

When you click on the “mortgage loan application”, it will walk you through setting up a secure password so that you may complete your application in a secure environment.

Employment:

- For the last two years, employment dates, addresses, salary
- Most Recent month of pay stubs
- Most Recent 2 years W-2's and 1099's
- Complete Tax Returns for two most recent years

Income information:

If you're self-employed:

- Most recent two (2) years tax returns, profit and loss statements, both company and personal if separate.

If you receive income from Social Security or Retirement:

- Social Security Award Letter or Retirement/Pension Letter stating monthly income

For each property you own:

- Copy of Warranty Deed
- Copy of most recent mortgage coupon/statement
- Copy of Insurance Declaration Page (if you have separate homeowner and windstorm/hail policies, please include both)
- Property Tax Assessment
- Survey
- If the property is leased, a copy of the lease agreement

Checking, Savings, Investment and Retirement Accounts:

- Two months most recent Bank Statements for all accounts, including Retirement and all Investment accounts

If you are divorced or separated:

- Complete executed divorce decree and settlement agreement
- Payment history of alimony/child support over the past 12 months, if it is a financial obligation.
- If you choose to have this be considered as part of your income (you don't have to), be prepared to provide 12 months canceled checks or bank statements reflecting income deposits.

If you are Purchasing a home:

- Purchase sales contract or offer to purchase and all addenda, signed by Seller

If a source of your down payment is from a gift:

- Name, address and relationship of donor
- Gift funds will be verified in both the donor and recipient's accounts (via bank statements, etc.)
Note: Not all loan programs allow gifts to be part of your down payment.

If you've sold your home but not closed:

- A copy of the sales contract

If you've sold your home, closed, and you will use the proceeds for your down payment:

- A copy of the Closing Disclosure

For Construction/Perm Loan:

- Signed construction with cost breakdown, builder plan and specifications

Please contact the mortgage department (409) 963-1191 to discuss your application and receive an official Loan Estimate before all documents are needed.

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