



## Loan Submission Checklist Sequoia Bank Statement

Borrower Name \_\_\_\_\_ Loan Number \_\_\_\_\_

### Required for initial credit file

- Credit Report
- Valid ID for all borrowers
- Document 12-month housing history (if not reported on credit report, cancelled check, mtg/rental statements including rental history etc. or A VOM/VOR by a private party must be supported by cancelled checks -Or use DU findings to offset housing history)
- Preliminary Title Report/Title Commitment on refinance (on purchase, ok to follow) – Not required at time of submission in FL, NJ, and PA
- Signed purchase contract with all addendums and counteroffer(s)
- [Purchase Contact Form](#)
- [Business Narrative Form](#)

### **REQ:**

- Hazard Insurance Dec Page, Property Tax Bill, Mortgage Statement, and HOA statement for each property owned

#### If using rental income for qualifying provide:

- Copy of the lease(s) for the rental property and
- Two months proof of receipt of rental income and deposits into a separate bank account. Rental deposits to the business income analysis are not eligible

### **ASSETS**

- 2 months Personal Bank statements for down payment, closing, and reserves any large deposits over 50% of borrowers monthly income must be sourced on purchase.
- 3 months of Business Bank statements for cash flow analysis if using for down payment, closing or reserves

### **INCOME**

- W2 Borrower requires most recent 30 day pay stub including YTD earnings, and 2 years W2

#### **Self Employed**

##### **Personal Bank Statements:**

- Most recent 12 or 24-months of Personal Bank Statements
- Most recent 2 months of Business Bank Statements reflecting activity and transfers to the personal account
- Tax professional letter or operating agreement that reflects the borrower's ownership percentage is 20% or more

##### **Business or Co-Mingled:**

- Most recent 12 or 24-month of Business Bank Statements
- Business Statements: Tax professional letter or operating agreement that reflects the borrower's ownership percentage is 25% or more
- Non borrowing owners must provide acknowledgment of the transaction and borrower access to the account for income calculations
- Personal Comingled Statements: Tax professional letter or operating agreement that reflects the borrower's ownership percentage is 100% or more

**Expense Ratio Option 1, 2, and 3**

**Option 1 Fixed Expense Ratio 50%**

**Option 2 Business Expense Statement letter:**

- CPA, accountant, or tax preparer signed and dated statement indicating percentage of expenses covering the same 12- or 24-month Bank Statements period. Minimum Expense ratio is 10%
- Verification CPA, Accountant, or Tax preparer business and current license

**Option 3 Third Party Prepared P & L Statement:**

- CPA, accountant, or tax preparer prepared P & L signed and dated. Average monthly gross revenue P & L average monthly net deposits on bank statements must be within 10%
- Proof of State license for CPA, Accountant, or Tax preparer

**DEPARTING RESIDENCE**

- Current lease and proof of receipt of deposit or 1<sup>st</sup> month rent

**Delayed Financing:**

- Document the source of funds used for the purchase with bank statements, personal loan documents, HELOC on another property, gift, etc.
- Provide Final closing documentation

**Asset Depletion:** Qualifying assets / 84 = Monthly income

- 3 months personal account statements or a VOD with at least 120 days seasoning

**THE FOLLOWING BROKER UPFRONT DISCLOSURES ARE REQUIRED:**

- [State Specific Disclosures](#)