

MINIMUM SUBMISSION LIST

By TAG LENDING GROUP

Photo ID & Social Security card (front and back)

Most recent (consecutive) 2 month's statements (all pages) for all assets being used for qualifying:

- Bank statement(s)
- 401K – quarterly statement
- Brokerage (stock) account –quarterly statement
- Gift– **add notes to HubSpot** stating the gift amount and the relationship between the parties in detail

Save notes in HubSpot for the following:

- All jobs in the last 2 years / 24 months each job with length of employment, company name, job title, industry. Any gaps of employment to be identified between jobs including length of time and detailed reason. If a gap of employment interferes with collecting 2 years history, then take more history (all on the job time needs to add to 24 months minimum).

If borrower has not been at the same job for the last 2 years or we are using income outside regular base pay to qualify order WVOE for all employers. Collect borrower's authorization

- Otherwise, get the most recent (consecutive) pay stubs covering 30 days.



W-2'S FOR LAST 2 YEARS FOR ALL EMPLOYERS.

Personal tax returns 2 years page 1 and page 2 at minimum (signed) accompanying all schedules utilized on each filling year if possible (this is required regardless of type of income qualifying so our 4506-T submissions are accurate everytime).

- If utilizing MCC - 3 years required.

If business income is identified or is being used (outside of a schedule C for K-1 pass through income on personal returns) & the borrower(s) owns more than 25% of the business (if a coborrower exists on the loan and they each hold interest in the company, then the total equity between both people equal to or greater than 25%) then gather the following:

- Business tax returns (i.e. 1120, 1120S, 1065 etc.)

- Less than 25% ownership:

- K-1's for the business for the last 2 years

If schedule E of the above tax return shows rental income (other property owned) get the most recent mortgage statement, hazard declarations page, and HOA dues (if there is no HOA dues place **notes in HubSpot**) and pull tax bill online for each property owned.

