



# Inter-Lake Mortgage Company

## Customer Information Document Request Form

Below is a list of  documents needed to process your loan. Please send originals, we will make copies and return them to you.

### Verification of Income

- Signed Tax Returns: 1040's Year 2004 and 2003
- or W2 Forms For: Year 2004 and 2003
- Pay Stubs - Most Recent Month Sample: Paid weekly - We need four (4) pay stubs.
- Verification of Social Security and/or Pension Benefits
- Rental Agreements or Leases (Investment Properties)

### Verification of Assets

- Most Recent Bank Statement (6 Months) (12 Months) (24 Months)
- Stocks, Bonds: Dividend Statements
- Gift Letter
- 401K Statement

Please include copies of bills you want to payoff at closing

### Verification of Mortgage / Land Contract / Rent

- Last Twelve Consecutive Months Payment History / Canceled Checks
- Address of the investor or copy of a payment coupon with address

### Loan Type Transaction

- Purchase Agreement Contract
- Legal Description of Property (From Survey or existing Title Commitment)
- Copy of Existing Survey
- Copy of Recent Property Tax Bills (Summer Winter)
- Hazard Insurance Information Sheet

### Home Improvement / Construction

- Plans and Specifications
- Construction Contract with a Licensed Builder
- Copy of Deed and Survey for Land Owned
- Builder Information
- Old Appraisal Information (if applicable)

### Miscellaneous

- Credit Letter(s) \_\_\_\_\_
- Disclosure Documents (Originals) sent with your application (Pre-Package)
- Divorce Decree
- Copy of Earnest Money (Check) Deposited
- Power of Attorney
- Proof of Paid Bills \_\_\_\_\_

Please provide any documents not included in the above list that may effect this mortgage transaction.

#### NOTES

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