

**OTIS B. CLAYBORNE &
ASSOCIATES REAL ESTATE**

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TO ALL HOME PURCHASERS:

ALTHOUGH CREDIT INFORMATION REQUIREMENTS VARY SOMEWHAT FROM INSTITUTION TO INSTITUTION, THE FOLLOWING IS A LIST OF ITEMS USUALLY REQUIRED DURING THE INITIAL CREDIT APPLICATION AND INTERVIEW:

- HIS AND/OR HER SOCIAL SECURITY NUMBERS
- CHARGE ACCOUNT NUMBERS
- BANK ACCOUNT NUMBERS
- 2 YEAR RECORD OF WORK HISTORY
- 2 YEAR RECORD OF RESIDENCE
- LANDLORD; OR MORTGAGE CO. NAME AND ACCOUNT NUMBER
- DD-214 COPY (APPLICABLE V.A. PURCHASERS ONLY)
- CERTIFICATE OF ELIGIBILITY, IF AVAILABLE - NOT REQUIRED (APPL. TO V.A/ ONLY)
- CREDIT REPORT FEE PAYABLE TO THE MORTGAGE COMPANY (THE PRICE VARIES)
- DRIVERS LICENSE NUMBER
- SALES CONTRACT
- SOURCE OF DOWN PAYMENT
- APPRAISAL FEE (IF APP.)
- COMPLETED TAX RETURNS FOR THE LAST TWO YEARS, 3 YEARS FOR GRANT PROGRAMS
- 2 MOST RECENT PAY STUB(S)
- LIST OF CREDITORS (OPEN ACCT'S ONLY)
- COMPLETE NAME, ADDRESS, ACCOUNT NUMBERS AND CURRENT BALANCE
- DIVORCE DECREE (IF APP.)
- PROOF OF CHILD SUPPORT
- PRINT OUT FROM THE COURT HOUSE OR CANCEL CHECKS (12 MONTHS)
- CREDIT LETTERS (IF NEEDED)
- IF SELF-EMPLOYED
- PROFIT & LOSS STATEMENT
- YEAR-TO-DATE BALANCE SHEET
- DISCHARGE BANKRUPCY PAPERS (IF APP.)

THE MORTGAGE COMPANY SELECTED FOR APPLICATION IS: _____

YOUR CONTRACT PERSON IS: _____ PHONE: _____

THE TITLE COMPANY SELECTED FOR CLOSING YOUR LOAN IS: _____

YOUR CONTRACT PERSON IS: _____ PHONE: _____



OTIS B. CLAYBORNE, BROKER