



Complete Ownership Application Checklist

- Application** Completed in entirety, including notary.
- Two years of complete tax returns** please provide your most recent 2-years tax returns with W-2's. If you are self-employed, provide three years of complete personal and business tax returns with either W-2's or 1099's attached, a year-to-date profit and loss and a year-to-date balance sheet. If you have not filed your current year return, please provide proof of extension.
- Account Statements** Copies of most recent statements from all checking, savings, CD's, investment accounts, etc. Can be printed from the web.
- Proof of U.S. Citizenship or Lawful Permanent Resident** Must present a copy of a Birth Certificate, Passport, or Green Card.
- Birth Certificate** Must submit a copy of a birth certificate for any child under the age on 1.
- Divorce Decree** This is only required if your divorce occurred within the past ten (10) years or if you are receiving any type of income from the settlement.