

THE PRIVATE CAPITAL GROUP

Additional information needed for Purchase

- 1- W2's from last 2 years.
- 2- Most recent 30 days of paystubs.
- 3- Personal tax returns from last 2 years.
- 4- Business tax returns from last 2 years if 25% or more owner of a company.
- 5- Most recent 3 months of bank statements from all monthly asset accounts- all pages.
- 6- Most recent quarterly statements from all quarterly asset accounts- all pages.
(example: stocks, IRA, 401k)
- 7- Complete and signed sales contract on new home.
- 8- Copy of front and back of earnest money check or letter from bank stating what date the check cleared.
- 9- If selling present home, provide a copy of sales contract with closing statement. On company buyout, provide a copy of executed purchase agreement with equity statement and evidence of funds received.
- 10- If company transfer, provide a copy of transfer authorization with a copy of relocation policy.
- 11- If you have rented during the past 2 years, provide landlord's name, address, and phone number.
- 12- If divorced, provide a copy of final divorce decree and settlement agreement.
- 13- If you own rental property, copies of all leases on all properties- all pages.

Additional documentation may be required based upon each situation. However, supplying all of the above applicable documents at time of initial application will keep your process as smooth as possible.

The Private Capital Group will request a check to cover the appraisal and credit report fees when we receive your file.