Alexandria
109 S. Pitt Street
Alexandria, VA 22314
(703) 549-9292

Arlington
4720 Lee Highway
Arlington, VA 22207
(703) 525-1900

McLean
1320 Old Chain Bridge Rd
McLean, VA 22101
(703) 790-9090

Washington, D.C.
4315 50th Street, NW
Washington, D.C. 20016
(202) 552-5600

Information Needed for Loan Application

- **Contract for Sale** - Ratified and with all addenda, a copy of the deposit check, a copy of the listing property data sheet
- **Employment** - Name, address and phone numbers for employer(s)
- **Previous Employment** - If you have been with your present employer for less than two years, need name, address, phone numbers.
- **W-2 Forms** - For the past two years
- **Tax Returns** - Needed for the past two years if overtime, commission, bonus or tip income is to be used for qualification purposes.
- **Self-Employment or Part Owner of a Company** - Year-to-date profit and loss statement, complete personal and business tax returns and 1099's for the past two years. Ownership is defined as 25% or more shares of stock in the company.
- **Other Income** - Such as alimony, child support, disability, VA benefits, Social Security benefits, rental income. Evidence of receipt must be supplied.
- **Pay stub** - Two most recent
- **Checking and Savings Account** - Name, address, account numbers and balances (provide at least 3 months of statements)
- **Other Assets** - Stocks, bonds, cash value of life insurance, vested interest in retirement plan, household and personal effects (approximate value)
- **Vehicles Owned** - Year, make and value. If vehicle is less than five years old and has no liens against it, provide the title as evidence.
- **Current Mortgages** - Name, address, account numbers, monthly payments and balances, including any recently paid-out accounts. If the property is to be rented or sold, provide lease of sales agreement.
- **Charge Accounts** - Name, account numbers, and balances
- **Other Loan Accounts** - Personal, student loans, any installment type loan.
- Provide the name, address, account numbers, monthly payments, and balances
- **Auto Loans** - Name, address, account numbers, monthly payments, balances.
- **Other Liabilities** - Alimony, child support, student loans, monthly payments.
- **Landlord Information** - If presently renting, name and address.
- **Photo ID** - Copy of your driver's license is sufficient.
- **VA Applicants** - Certificate of Eligibility, DD-214 or Statement of Service, name address, phone number of closest living relative.

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