

Conventional Loan Packet

Dear Loan Customer:

Thank you for selecting Olympic Mortgage & Investment Co. to assist you in securing a real estate loan. To enable us to continue processing your loan request, the following items may be required:

- Copy of your most recent **1 month** pay stub(s) or direct deposit receipt(s)
- Photocopy of your W2 and/or 1099 forms for the years **2003** and **2002**
- Signed copies of your Federal Tax Returns only (include all schedules) and as noted (One or more of the following as it applies):
 - Individuals for the year(s) 2003 and 2002
 - Partnerships for the year(s) 2003 and 2002
 - Corporate for the year(s) 2003 and 2002
- Signed year-to-date profit and loss statement with balance sheet
- Legible copies of lease and rental agreements for all investment properties owned
- Certified copy of closing statement for sale of recently sold property
- Copy of most recent **2 month** bank statements (all pages, all accounts) and/or IRA, 401K, investment accounts.-
- Copy of award letter for Social Security, Disability, Pension or Retirement
- Year-end mortgage statement for all loans
- Purchase contract and inspection clearances if applicable.
- Name and address of current and previous landlords or property managers (2 yrs.)
- Insurance Information
- Complete copy of final divorce papers, or separation papers if not finalized
- Sign and return ALL documentation in application package

And other items as noted:

- Any other items that may pertain to your current situation_____
- _____
- _____

This information is pertinent for loan submission and approval. If you have any questions or are unable to supply us with the requested items, please call our office immediately.

WE THANK YOU AGAIN AND LOOK FORWARD TO WORKING WITH YOU.