

Mortgage Approval Document Checklist

Dear [Borrower's Name],

Thank you for choosing [Lender's Name] for your mortgage needs. To ensure a smooth approval process, please provide the following documents:

- **Identification:** Government-issued ID (e.g., driver's license, passport)
- **Income Verification:**
 - W-2 forms for the last two years
 - Recent pay stubs (last 30 days)
 - Tax returns for the last two years
- **Asset Information:**
 - Bank statements (last two months)
 - Retirement account statements (last two months)
- **Property Information:**
 - Purchase agreement
 - Property listing (if applicable)
- **Credit Documentation:**
 - Explanations for any previous credit issues (if applicable)

Please submit these documents by [Submission Date] to ensure timely processing of your mortgage application.

Feel free to contact us at [Contact Information] if you have any questions.

Best regards,
[Your Name]
[Your Position]
[Lender's Name]