



*If We Can't Close You, NO ONE CAN!!!*

**O:** 321-877-4077 **F:** 253-252-8754 **W:** [www.PhoneOpsFunding.com](http://www.PhoneOpsFunding.com)

## Refinance Loan - Check List

Below, you'll find the items that are needed to receive a "Pre-Approval". Put "N/A" for those that do not apply to you.

Received:

	2 Years of recent Tax Returns <i>(all pages)</i>
	2 Years of recent W2's & 1099's
	3 Months of Recent Bank Statements <i>(all pages)</i>
	8 Recent PayStubs <i>(for all jobs)</i>
	12 Months of Canceled Mortgage <i>(proof of mortgage payments being paid)</i>
	Award Letters - SSI / SSD / Pension
	Disclosures <i>(It will be emailed to you)</i>
	Driver's license or State ID. <i>(Must be color for verification purposes)</i>
	<b>Employer - Full name, contact number, address &amp; fax number to HR Dept.</b>
	Paid Invoice <i>(it will be e-mailed to you)</i>
	Payoff
	Social Security card

**Fax all documents to: 253-252-8754 or upload it at:**  
<http://www.PhoneOpsFunding.com/FileSubmission>