

## **Pacific West Capital Loan Application Checklist for Refinance**

**Mailing Address:**  
**Fidelity National Title**  
**1300 Dove Street 3<sup>rd</sup> Floor**  
**Attn: Nikki Truong/Escrow Dept**  
**Irvine, CA 92660**

**Phone: 866-625-7283**  
**Fax: 866-350-7334**  
**Email address for documents:**  
**docs@pacificwestcapital.net**

Please either upload your documents into your members area at the web site, scan and email to the above email address or fax to the number above. Alternatively, you can overnight your package to the above address. We will provide you with a prepaid fedex label for this purpose.

Documents necessary to process your mortgage loan include:

- Copies of your paystub(s) for your last 1 month and last 2 years W2s if you are an employee. Paystubs should be computer generated and show your YTD earnings.
- If you receive Social Security benefits include SSA1099 and your annual benefits awards letter. If you receive a pension include the awards letter showing the annual/monthly amount received.
- If you are self-employed, 2 years of personal income tax returns are required. (all pages of the federal return only including any statements), or if you have unreimbursed employee business expenses (form 2106), or if you have rental properties. Additionally, business income tax returns (federal) will be required when you own more than 25% of a corporation, s-corporation, or partnership,(LLC). If this is the case, please include your operating agreement as well that shows the owners/members and division of profits/losses/capital.
- Confirmation of assets: 2 most recent months bank statements for checking, savings, investment accounts, or 401k or other retirement plan. Please include all pages for each account listed on the loan application.
- If you are going to document your income with 12-24 months of bank statements using average deposits, provide the last 24 months business or personal bank statements. Be sure to send the account where the majority of funds are deposited for your business.
- A copy of your most recent mortgage statements(s) for refinance transactions. If you own additional properties, please provide a mortgage statement for each property to verify if taxes and insurance and included in monthly payment.
- A copy of rental agreements for any investment properties or for boarder income at your home.
- A copy of your homeowners insurance policy declarations page with agent contact information.
- If you are receiving or paying alimony or child support, a complete copy of your divorce decree
- A signed and dated letter of explanation regarding any derogatory credit issues if applicable.
- A copy of your state driver's license and social security cards.
- A copy of your green card if applicable.
- For business owners – a copy of your business license
- Authorization for payment of appraisal and credit report. Typical appraisal fees range from \$425-550 and vary by region and appraisal type. Please complete the credit card authorization provided. Depending the subject property, it may be possible to receive an appraisal waiver. We will let you know if automated underwriting approves a waiver for your property.