



## DOCUMENTS FOR CLIENTS TO SUPPLY

- 1. Federal income tax returns for the last 3 years, plus a tax transcript (get form the IRS) showing tax returns filed for last 4 yours.
- 2. Current mortgage statement for each mortgage and each property, copy of filed mortgage showing filing information (can get from County Clerk's Office).
- 3. Car title, Current loan statement for each vehicle loan and the loan documents and for each auto owned (Car Titles can also be obtained from County Clerk's Office).
- 4. All vehicle lease Agreements.
- 5. All notices from the IRS or any other tax agency.
- 6. All property lease Agreements (Whether you are the tenant or landlord).
- 7. Current statement for all credit card accounts, charge accounts, finance company loans and student loans.
- 8. Most recent correspondence from any collection agency.
- 9. Bank statements for all accounts for the last 7 months.
- 10. Most recent appraisals and assessor's property value statement for any land or buildings owned.
- 11. Social security card.
- 12. Driver's license, identity card or passport.
- 13. One years utility bills (electricity, gas, water, phone, cable TV, trash).
- 14. List all addresses for the last 4 years.
- 15. Papers from any lawyer or Court.
- 16. Divorce judgment and any newer Orders, or if no judgment, all Orders issued in the divorce case.
- 17. Pay statements for last 7 months, including government benefit payments.
- 18. Most recent child support statement.
- 19. Most recent retirement account and IRA statements.
- 20. Information on cell phone contracts if you want to be released from the contract