



# Mortgage Loan Document Checklist

Thank you for applying for a Mortgage Loan with Cinfed Credit Union!

You only need to supply the documents that apply to you. We will notify you once a decision has been made on your loan application. Please feel free to contact your Originator or our team at [MortgageOriginating@cinfed.com](mailto:MortgageOriginating@cinfed.com) if you have any questions or concerns.

## Income Verification

### For wage earning employees:

W-2 forms from each applicant - past 2 years

Pay stubs - past 2 (past 4 if paid weekly)

### Self-employed:

Tax returns - past 2 years

Year-to-Date profit and loss statement

### Retired:

Tax returns - past 2 years

1099 forms - past 2 years

Current year awards letter from social security

## Asset Verification

### Non-Cinfed Member

Bank statements - past 2 months

### Retirement/Investment

Last quarterly statement

## Property Verification

Copy of most recent mortgage statement

## Proof of Insurance

Copy of Insurance Declarations Page

If you are not a current Cinfed member, you will first need to complete our membership application, [here](#).

**Please send the documents via email, fax, mail, or drop them off at a Cinfed branch closest to you.**

**Email:**

[mortgageoriginating@cinfed.com](mailto:mortgageoriginating@cinfed.com)

**Fax:**

(513) 333-3852

**Mail:**

4801 Kennedy Avenue  
Cincinnati, OH 45209

For a full list of branch locations, visit: [cinfed.com/BranchLocations](http://cinfed.com/BranchLocations)

