



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 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 purchase contract, if home has not yet been purchased
- Copy of most recent mortgage statement

Additional Documentation

- Project Detail letter
- Completed Cost Sheet
- Draw Schedule
- Signed Renovation Loan Guide

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

Email:

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

