



## Please use this checklist as a guide and submit all documents that apply to your individual situation.

- Paystub(s) for most current 30-day period (for VA, most recent LES)  
*Must include name, employer name, current earnings, and year-to-date earnings.*
  - Past two (2) years W-2 forms for all employment
  - 1040 Personal tax returns for the most recent two (2) years  
*Tax returns must include all pages and all schedules. We can make copies at our office.  
If you did not file taxes, we need a letter of explanation and/or a copy of the filed extension.*
  - If first-time homebuyer,
    - Personal tax returns for the past three (3) years (all pages)
  - If self-employed,
    - Add business tax returns for the past two (2) years (all pages)
    - Add year-to-date profit and loss statement
  - Bank statements (all pages) and all other asset statements for the most recent 60 days.  
*Statements must contain all pages, name, and account number. If obtained at a bank branch, they must be date stamped and signed/initialed by the teller. If they are obtained online, they need to show name, name of bank, and at least a portion of the account number.*
  - Landlord's name, address, and phone number for the last 2 years, if applicable
  - Bankruptcy papers (all pages), including discharge paper, if applicable
  - Divorce decree(s), if applicable
  - Child support documentation, if applicable
  - Homeowner's Insurance company name, agent name, and phone number, if available
  - Homeowner's Insurance information for any other owned properties, if applicable
  - Photocopy of Driver's License, State issued ID, Passport, or Alien Registration Card  
*We can make copies of IDs at our office. Please do NOT make a photocopy of Military ID.*
  - Copy of signed purchase contract (all pages), if available
  - Copy of cleared earnest money check (obtain from bank or online—front and back of check)
  - Appraisal check made payable to Wallick & Volk in the amount of \$500.
  - Sign and return all enclosed documents, if applicable
- If VA,**
- Proof of Service: i.e. DD214 (member copy 4), Statement of Service, Points Statement, NGB Form 22 etc.
  - Certificate of Eligibility, if previously issued
  - Orders to report, if applicable

Cindy Bradley, bradleyteam@wvmb.com  
NMLS#279496, WYML0 #108  
Cell: 307-631-9592  
Fax: 307-316-0419  
Office: 307-635-3130

Wallick & Volk  
229 Storey Blvd Ste B  
Cheyenne, WY 82009  
Wallick & Volk #2153  
Nat'l Branch #287971, Corp NLMS #2973



Not a commitment to lend or extend credit. Apply: cindybradleyteam.com



# Quick Pre-Qualification

FAX TO: 307-316-0419 (no cover needed)

EMAIL TO: bradleyteam@wvmb.com

By signing below, I/we authorize Wallick & Volk, Inc. to check my/our credit history in conjunction with pre-qualifying for mortgage financing.

## Borrower 1

*Please Print Legibly*

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: *street* \_\_\_\_\_  
*city/state* \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SSN: \_\_\_\_\_

CURRENT EMPLOYER: \_\_\_\_\_

START DATE: \_\_\_\_\_

GROSS INCOME: \_\_\_\_\_

*circle* Hourly/Monthly/Yearly

OTHER INCOME:

CHILD SUPPORT: \_\_\_\_\_

DISABILITY: \_\_\_\_\_

SOCIAL SECURITY: \_\_\_\_\_

RETIREMENT: \_\_\_\_\_

OTHER: \_\_\_\_\_

ASSETS:

CHECKING BAL: \$ \_\_\_\_\_

SAVINGS BAL: \$ \_\_\_\_\_

401K: \$ \_\_\_\_\_

OTHER: \$ \_\_\_\_\_

HAVE YOU OWNED A HOME IN THE PAST 3 YEARS? *circle* YES NO

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Borrower 2

*Please Print Legibly*

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: *street* \_\_\_\_\_  
*city/state* \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SSN: \_\_\_\_\_

CURRENT EMPLOYER: \_\_\_\_\_

START DATE: \_\_\_\_\_

GROSS INCOME: \_\_\_\_\_

*circle* Hourly/Monthly/Yearly

OTHER INCOME:

CHILD SUPPORT: \_\_\_\_\_

DISABILITY: \_\_\_\_\_

SOCIAL SECURITY: \_\_\_\_\_

RETIREMENT: \_\_\_\_\_

OTHER: \_\_\_\_\_

ASSETS:

CHECKING BAL: \$ \_\_\_\_\_

SAVINGS BAL: \$ \_\_\_\_\_

401K: \$ \_\_\_\_\_

OTHER: \$ \_\_\_\_\_

HAVE YOU OWNED A HOME IN THE PAST 3 YEARS? *circle* YES NO

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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