



REAL ESTATE LOAN – residential property

Thank you for your interest in a Biscayne Bank mortgage to purchase a residential home. To help us serve you more effectively, please provide us with the following:

- Residential application (1003 form) with Demographic Information Addendum
- Executed sales contract on property being purchased. (if available)
- Income verification. Provide information on source(s) of income as shown below, when applicable:
 - Salaried/Hourly: Year-to-date paystub(s) for most recent months pay period and W-2's for the past two years.
 - Additional income to be considered. (eg...rental income, interest/dividend, income, retirement, pension, social security, overtime, etc.): Provide completed and signed tax returns for the two most recent years.
 - Retirement: Provide social security awards letter or pension statement.
 - Self-Employed/Sole Proprietor: The entire personal, signed tax returns for the past two years. A current year-to-date Balance Sheet and Profit and Loss Statement are required with applications received on or after March 31st.
 - Partnership or Corporations: (ownership of 25% or more) The entire personal and business tax returns, with K-1 schedule, if applicable, signed for the past two years. A year-to-date Balance Sheet and Profit and Loss Statement with applications received on or after March 31st.
 - Child Support/Alimony (if you want this income to be considered): Copy of Divorce Decree and 12 months history of receipt of income; must continue for at least 3 years.
- Verification of funds for closing costs (if not included in mortgage); for deposits other than Biscayne Bank, please provide the information marked.
 - Copies of three most recent bank statements
 - Copies of the three most recent statements for Brokerage Account(s) (if applicable)
- Condominium/planned unit development documents. If the residence being purchased is a condominium or is in an attached planned unit development, project approval may be necessary. The lender will give special instructions regarding the project approval.
- Signed E-sign agreement.

If we can be of any further assistance, please do not hesitate to contact the lending department of the undersigned at (305) 447 – 5050.