

THE FOLLOWING DOCUMENTS
MUST BE PRODUCED TO OUR OFFICE

REQUIRED DISCLOSURES

Due Date: _____

Categories					
Persons with Knowledge of Relevant Facts					
Name	Address	City	State	Zip Code	Telephone number
Information Related to Real Property					
	Documents to Produce - 3 months	Documents to Produce - 3 months	Documents to Produce - 3 months		
Property Address/Location	Closing Documents	Mortgage Statements	Home Equity LOC Documents	Date of Purchase	
	Y/N	Y/N	Y/N		

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Information Related to Bank Accounts					
Name of Bank/Federal Credit Union/Savings and Loans/Brokerage Firms/Last four digits of Account No.	Documents to Produce - 3 months	Documents to Produce - 3 months	Documents to Produce - 3 months	Current Balance/Date	
	Y/N	Y/N	Y/N		
Information Related to Pension, retirement including SEP/IRA, IRA's, 401k accounts, profit-sharing or other employee benefit plan					
Company name/Financial Institution Name/Last four digits of Account No.	Documents to Produce - 3 months	Documents to Produce - 3 months	Documents to Produce - 3 months	Current Balance/Date	
	Y/N	Y/N	Y/N		

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Insurance Policies - Life, Homeowners, Automobile and health					
Insurance Company Name/Type of Coverage/Last four digits of Policy No.	Produce Declaration Page/Premium invoices	Which spouse pays?			
	Y/N				
Health Insurance Policies available for child/spouse					
Insurance Company Name/Type of Coverage/Last four digits of Policy No.	Produce Declaration Page/Premium invoices	Which spouse pays?			
	Y/N				
Federal Income Tax Returns					

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Produce two years of returns (if you do not have possession of the return, log into www.irs.gov and request a copy of the transcript AND the return)	Produce IRS Form W-2's, IRA Form 1099's and Schedule K-1 for the previous two years				
Y/N	Y/N				
Payroll Information					
Produce complete copies of your two most recent payroll check stubs (log into your employee account, request from your human resources department, request from company office manager/bookkeeper)					