This checklist outlines the items needed to submit a complete application package to the Office of Loan Programs (OLP). **Before a Pre-Approval can be issued, OLP must receive and review all applicable items in Sections 1 and 2 to determine if all loan qualifying criteria has been met.**

### Section 1 – Application / Disclosure Forms  
*(Each Applicant on the loan must complete and sign these forms)*

- UC Home Loan Program Application (OLP-32s)*  
  *if applying on-line, you do not need to complete this form*
- Program Desc & Applicant Certification (OLP-31)
- Authorization Disclosure (OLP-35)
- Adjustable Rate Mortgage Disclosure (MOP-47)
- USA Patriot Act and Loan Sale Disclosure (OLP-78)
- Privacy Policy (OLP-76)
- IO-MOP Advisory Notice (IOM-04)
- Potential Imputed Interest Income Disclosure (OLP-80)

### Section 2 – Supporting Documents

#### INCOME VERIFICATION

- **Primary Borrower**: if at UC position for less than 2 years, include prior 2 years W-2’s  
- **Co-Borrower(s)**: most recent 30-day paystub with YTD information **and** if at current position for less than 2 years, include prior 2 years W-2’s  
- If spousal/child support income: copy of finalized divorce decree verifying monthly amount/term  
- If other UC income (i.e. summer salary, stipend): campus must verify 2-year continuance if used for qualifying purposes  
- If Self-Employed income: prior 2 years tax returns, including Schedule C  
- If Rental income: current rental agreement **and** prior 2 years tax returns, including Schedule E  

#### ASSET VERIFICATION

- **Most recent two months** bank statements for any account(s) used for downpayment and closing costs (must show account holder name)  
- If Gift Funds given/to be given: Gift letter or email, along with recent bank statement from donor verifying funds available to gift (if funds are already deposited in applicant’s account, donor bank stmt is not required)  
- If downpayment source includes sale proceeds from other real estate sale, copy of signed purchase contract or listing agreement (followed by final HUD-1 settlement statement) is required to confirm actual net proceeds and closing date  

#### CREDIT/ LIABILITY VERIFICATION

*OLP will order a credit report on each applicant and may require the following:*

- Written explanation for any known derogatory accounts (i.e. collections, judgments, liens, defaults, bankruptcy, foreclosure, etc.)  
- Most recent mortgage account statement for any real estate owned property  
- Copy of any personal loan notes that may not be reported by a credit bureau  

#### CUSTOMER IDENTIFICATION

- Copy of Driver’s License or other identifying document*  
  *For compliance with the USA Patriot Act, OLP must obtain, verify and record information that identifies every applicant.*

#### RESIDENCY VERIFICATION

- If not U.S. Citizen, copy of Resident Alien (green card) or acceptable Visa**  
  **Satisfactory residency status must be in effect at the time of loan funding.**

For property requirements, refer to “Property Documents Checklist” attached.