Common Mortgage Documents
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Introduction

In order for Discover® to process your home equity loan application, we will need some information about your property and finances. This brochure includes a handy checklist along with a list of requirements for common mortgage documents that we may ask you to provide.

Please note: You will NOT be asked for all of these documents. We may also ask you to provide documents that are not mentioned in this brochure.

What you can expect:

We will provide you with an initial list of documents we need to get started. Every loan application is different, so we may request additional documents as we move through the process.

Here's how you can submit your documents:

Your secure online account:  DiscoverHomeEquityLoans.com/Login

With your secure online account, you can check your loan application status, check your To Do List, upload documents, and more. Refer to the Online Account User Guide for details.

You may also submit documents via:

Fax: 1-224-813-5800

Mail: P.O. Box 29029, Phoenix, AZ 85038

Overnight mail: 2402 W. Beardsley Rd, Phoenix, AZ 85027

Questions?

We are available Monday through Friday from 8am-10pm ET at 1-800-973-5054.
Document Checklist

Please refer to the Document Requirements section for important details.

About You

☐ Borrower’s Certification and Authorization
☐ Government-issued photo ID, copy of front only
☐ Voided check, deposit ticket, or ACH form, if you will be receiving cash out
☐ Trust agreement or Trust Cert, if your property is held in a trust
☐ Military Power of Attorney (POA), if you are an attorney-in-fact acting on behalf of an active military person

About Your Home

☐ Current mortgage billing statement
☐ Homeowner’s insurance policy declarations page
☐ Flood insurance policy declarations page, if your property is in a flood zone
☐ Homeowner’s association statement or other similar documentation, if you pay homeowner’s association dues

Please note: we will require the documents listed above for any property you own.

About Your Income

☐ Form 4506-T Request for Transcript of Tax Return

EMPLOYED

☐ Paystub(s) with year-to-date earnings covering at least two recent weeks of employment
☐ Two most recent years’ W-2 forms
If you earn more than 25% of income from commissions:
☐ Two most recent years’ personal tax returns with all schedules

SELF-EMPLOYED: SOLE PROPRIETOR

☐ Two most recent years’ personal tax returns with all schedules
☐ Year-to-date Profit & Loss Statement

SELF-EMPLOYED: PARTNERSHIP

☐ Two most recent years’ personal tax returns with all schedules
☐ Two most recent year’s business tax returns with all schedules, including K-1s showing ownership
☐ Year-to-date Profit & Loss Statement and Balance Sheet

SELF-EMPLOYED: S-CORPORATION

☐ Two most recent years’ personal tax returns with all schedules
☐ Two most recent years’ business tax returns with all schedules, including K-1s showing ownership
☐ Year-to-date Profit & Loss Statement and Balance Sheet
☐ Two most recent years’ W-2 forms, if applicable
☐ Most recent paystub(s) with year-to-date earnings covering at least two weeks of employment, if applicable

SELF-EMPLOYED: C-CORPORATION

☐ Two most recent years’ personal tax returns with all schedules
☐ Two most recent years’ business tax returns with all schedules
☐ Year-to-date Profit & Loss Statement and Balance Sheet
☐ Two most recent years’ W-2 forms, if applicable
☐ Most recent paystub(s) with year-to-date earnings covering at least two weeks of employment, if applicable

About Your Income – Other Sources

ALIMONY, CHILD SUPPORT, OR SEPARATE MAINTENANCE

☐ Divorce decree, legal separation agreement, court order, or voluntary payment agreement confirming a three year continuance
☐ Proof of receipt for most recent 12 months
You don’t need to tell us about alimony, child support, or separate maintenance income unless you want us to consider it as a basis for repaying this loan.

PENSION

☐ Most recent pension award letter (OR original award letter and most recent year’s 1099) confirming a three year continuance

RENTAL

☐ Lease or rental agreement
☐ Two most recent years’ personal tax returns with all schedules
☐ Current mortgage billing statement, if applicable

RETIREMENT ACCOUNT

☐ Retirement statement confirming a three year continuance
☐ Two most recent years’ personal tax returns with all schedules

SOCIAL SECURITY

☐ Social Security Award Letter for the current year
☐ Most recent year’s personal tax returns with all schedules

TRUST

☐ Trust agreement or other trustee statement confirming a three year continuance
☐ Two most recent years’ personal tax returns with all schedules
Document Requirements

As you gather the paperwork your loan team requests from you, please review the information in this section to ensure the documents you send us have the detail we require.

Please note: “Your name” and “your” refer to borrower and co-borrower, if applicable.

### About You

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Why We Need It</th>
<th>Where You Can Get It</th>
<th>Document Must Have</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrower’s Certification and Authorization</td>
<td>Required to proceed with your application and verify information such as your employment history, credit history, and income.</td>
<td>We will email a link to sign this digitally from <a href="mailto:esign@discoverhomeequityloans.com">esign@discoverhomeequityloans.com</a>. You may also access the form here.</td>
<td>• Your loan application number</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Your signature</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Date signed</td>
</tr>
<tr>
<td>Government-Issued Photo ID</td>
<td>Required for all borrowers and non-borrowing spouses (in spousal-sign and community property states) to protect your identity.</td>
<td>If you don’t have a government-issued photo ID, you can get one from your local Department of Motor Vehicles.</td>
<td>• Full front of ID</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Your name</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Expiration date (cannot be expired)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Date of birth</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Address</td>
</tr>
<tr>
<td>Voided Check, Deposit Ticket, or ACH Form</td>
<td>Required if you are receiving loan proceeds into a checking account. Personal checking account or sole proprietor (as per tax return) business checking account only.</td>
<td>If you don’t have a voided check or deposit ticket from your bank, you may complete our ACH Form or provide the information on your secure online account.</td>
<td>• Your name</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Bank name</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Bank address</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Routing number</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Account number</td>
</tr>
<tr>
<td>Trust Agreement or Trust Cert</td>
<td>Required if your property is held in a trust.</td>
<td>The attorney who administers your trust.</td>
<td>• Your name listed as trustee</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>• Trust name matching vested name on property</td>
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<td></td>
<td></td>
<td></td>
<td>• Indication the trust is revocable</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Indication the trustee has the power to mortgage trust assets</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Notarized signature</td>
</tr>
<tr>
<td>Military Power of Attorney (POA)</td>
<td>Required if you are a military person on active duty and an attorney-in-fact will be acting on your behalf.</td>
<td>Your attorney or the county where it was filed, if applicable.</td>
<td>• Your name</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Attorney-in-fact name</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Notarized signature</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Effective date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Termination date (cannot be expired)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Indication the attorney-in-fact can mortgage the property</td>
</tr>
</tbody>
</table>
## About Your Home

<table>
<thead>
<tr>
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<th>Document Must Have:</th>
</tr>
</thead>
</table>
| **Mortgage Billing Statement**                     | Required for all properties you own.                                           | Your mortgage lender.                    | • Your name  
• Property address  
• Current mortgage balance  
• Monthly payment amount  
• Payment breakdown (principal, interest, taxes, insurance, and assessments)  
• Escrow information, if applicable |
| Must be less than 45 days old at time of application. |                                                                              |                                          |                                                                                     |
| **Homeowner's Insurance Policy Declarations Page** | Required for all properties you own.                                           | Your insurance agent.                    | • Your name  
• Property address  
• Policy number  
• Effective dates  
• Coverage amounts  
• Annual premium |
| An insurance binder is also acceptable.            |                                                                              |                                          |                                                                                     |
| Policy must be effective through the funding date of the loan. |                                                                              |                                          |                                                                                     |
| Note: *We’re unable to accept expired policies.*   |                                                                              |                                          |                                                                                     |
| **Flood Insurance Policy Declarations Page**       | Required for all properties you own, if the property is in a flood zone.       | Your insurance agent.                    | • Your name  
• Property address  
• Policy number  
• Effective dates  
• Coverage amounts  
• Annual premium |
| Policy must be effective through the funding date of the loan. |                                                                              |                                          |                                                                                     |
| Note: *We’re unable to accept expired policies.*   |                                                                              |                                          |                                                                                     |
| **Homeowner’s Association (HOA) Statement or Other Similar Documentation** | Required for all properties you own, if you pay homeowner’s association dues. | Your homeowner’s association or building manager. | • Your name  
• Property address  
• Payment amount  
• Payment frequency |
| Other similar documentation include, but are not limited to HOA coupon book, screenshot from HOA website, cancelled checks or bank statements. |                                                                              |                                          |                                                                                     |
## About Your Income

<table>
<thead>
<tr>
<th>Document Type:</th>
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<th>Where You Can Get It:</th>
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</tr>
</thead>
</table>
| **Form 4506-T Request for Transcript of Tax Return** | Required if we need to obtain your tax returns directly from the IRS. | We will email a link to sign this digitally from esign@discoverhomeequityloans.com. You may also access the form [here](#). | • Your signature  
• Date signed |
| **Paystub(s) with Year-to-Date Earnings** | Required if you are a wage earner. | Your employer. | • Your name  
• Your employer’s name  
• Beginning and end dates of the pay period  
• Total pay for the period  
• Current and year-to-date earning amounts  
• URL (if online copy) |
| **W-2 Forms** | Required if you are a wage earner. | Your employer or your tax files. | • Your name  
• Your employer’s name  
• Your social security number  
• Your annual wages |
| **Personal Tax Returns with all schedules - IRS Form 1040** | Required if you receive income from either self-employment, a family business, interest and/or dividends, automobile allowances or expense accounts, commissions, rental properties, or potential non-taxable income such as social security, pension, or child support | Your accountant or your tax files. | • Your name  
• All pages  
• Signed and dated |
| **Business Tax Returns with All Schedules - Includes IRS Forms 1065, 1120S, and 1120** | Required if you receive income from self-employment. | Your accountant or your tax files. | • Your name  
• Name of business  
• All pages, including K-1s if in a partnership |
| **Profit & Loss Statement and Balance Sheet** | Required if you receive income from a Partnership, Sole Proprietorship, S Corporation, or C Corporation. | Generally, the financial controller of your business. We can provide templates if needed. | • Business name  
• Year-to-date information for the current year  
• Dated |

Note: We're unable to accept handwritten returns.

Note: A balance sheet is not required for sole proprietors.
# About Your Income - Other Sources

<table>
<thead>
<tr>
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<th>Why We Need It:</th>
<th>Where You Can Get It:</th>
<th>Document Must Have:</th>
</tr>
</thead>
</table>
| Divorce Decree, Legal Separation Agreement, Court Order, or Voluntary Payment Agreement | Required* if you receive income from alimony, child support, or separate maintenance payments. *You don’t need to tell us about alimony, child support, or separate maintenance income unless you want us to consider it as a basis for repaying this loan. | Your attorney. | • Your name  
• Judges signature or the County recording information  
• Evidence that payments will continue for at least 3 years |
| Proof of Receipt | Required* if you receive alimony, child support, or separate maintenance payments. *You don’t need to tell us about alimony, child support, or separate maintenance income unless you want us to consider it as a basis for repaying this loan. | Your bank. | • Your name  
• Payer name  
• Payment amount  
• Evidence of receipt |
| Lease or Rental Agreement | Required if you receive rental income. | If you do not have a copy, we recommend you check with your attorney or your tenant(s). | • Names of all parties involved  
• Address of the property being leased  
• Lease amount  
• Start and end dates of the lease |
| Pension Award Letter | Required if you receive income from a pension. | The organization that administers your pension plan. | • Your name  
• Award amount  
• Frequency of payment |
| Retirement Statement | Required if you receive income from a 401k, annuity, or IRA. | The company that administers your account. | • Your name  
• Account balance  
• Distribution amount  
• Frequency of distribution  
• Evidence that payments will continue for at least 3 years |
### About Your Income - Other Sources

<table>
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<tr>
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<th>Document Must Have:</th>
</tr>
</thead>
</table>
| **Social Security Award Letter** | Required if you receive social security income.                              | The Social Security Administration.                  | • Your name  
• Award amount                                                                 |
|                               | **Note:** If income is received for a dependent, we will need to verify the dependent’s age. |                                                      |                                                                                   |
| **Trust Agreement or Other Trustee Statement** | Required if you receive income from a trust.                                | The trust administrator.                             | • Trust name  
• Your name  
• Amount of trust  
• Frequency of distribution  
• Duration of payments  
• Evidence of two-year payment history and current receipt of income  
• Evidence that payments will continue for at least 3 years |