



New Construction Checklist



Thank you in advance for choosing CornerStone Bank, N. A. to care for your financial needs. In order for us to efficiently and successfully process your loan request, please return the following items with your signed loan package:

Enclosed: Items Needed:

- \$400 to cover the cost of the appraisal
- Last 2 years W2's
- Last 2 years tax returns- all pages and schedules- both business and personal if applicable- ****Please sign the bottom of page 2 of the 1040****
- 1 month of paycheck stubs
- 2 months of bank statements all accounts and all pages (including retirement accounts)
- Name phone number of:
- Attorney
- Homeowner's Insurance
- Copy of Driver's License(s)
- If you receive Social Security, copy of the yearly statement showing the monthly amount if it is not shown as a direct deposit on the bank statements
- If you already own the property, copy of the deed showing the legal description
- Copy of a Purchase Contract, if applicable
- If refinance, statements of all debts to be paid off
- If you own rental properties items needed:
- a. Copies of Leases
- b. Copies of mortgage statements showing that the homeowner's insurance &
- Taxes are escrowed in the monthly payment- if not need the property tax bill and homeowners Insurance billing statement

If a Construction Loan: (all items above plus):

- Sketch of the plans or actual set of plans
- Contract from contractor
- Materials list with cost break down
- If land is already owned, copy of the deed showing the legal description. If land not owned, copy of purchase contract

If Loan is in the name of a business (LLC, etc):

- Articles of Organization
- Operating Agreement
- Tax returns of the LLC, etc plus personal returns of the guarantors
- Personal Financial Statement

If Investment Property:

- Rent Roll of the existing property
- List of all expenses associated with the units

