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Regulated by the Division of Real Estate

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**THANK YOU for the opportunity to earn your business. The following is a list of what may be required for underwriting.**

**Please allow 24-48 hours for review and response.**

**Documents we need – PDF only please – email, fax or drop off at our office:**

- 2014, 2015 and 2016 complete federal tax returns – including ALL schedules and pages
- 2014, 2015 and 2016 W-2's and/or 1099's {If self-employed; complete business returns – including K-1's for any partnerships, schedule C's and 1120's unreimbursed expenses}
- Most recent 30 days paystubs
- Past two month's complete bank account statements – include ALL pages for any account being used for this transaction
- Copy of current 401K / IRA / other retirement statement – include ALL pages
- Copy of driver's licenses for all borrowers
- Declarations sheet completed --> see separate attachment
- Signed and Dated Borrower's Authorization --> see separate attachment (this will allow us to pull credit and verify your employment)

**Questions we need answered – please send an email or attach a word doc with ALL answers:**

- Residence history – include current and past addresses going back at least two years – include whether owned or rented AND how long (dates and years) lived at each address
- Work history - including: company, local work address, HR dept phone number, job title, hire date, end date, gross monthly income [must go back at least two years]
- Are you married?
- Number of dependents and each of their ages
- Number of total school years completed
- Current rent amount or copy of current mortgage statement
- Contact info for each borrower: cell phone and land line phone numbers, email addresses, and please indicate your preferred method of communication (phone, text, email)
- Price range of new home and location (which city and subdivision?)
- Amount of money to use for down payment AND source
- Contact info for homeowner's insurance
- Any potential credit issues? Bank Foreclosure, child support, collections, etc?
- Your Realtor's name, company and contact info



Investar Mortgage is the preferred lender for CB Signature Homes. CB Signature Homes (CB) offers a \$5,000 incentive to use Investar Mortgage (IMC). There is NO financial relationship between CB and IMC. The money is not rolled into the rate nor included in any costs. It is simply an incentive offered by CB to improve their process and their service to their customers. Estimate(s) will be provided with and without the \$5,000 incentive so you can be assured you are getting an excellent deal on your mortgage for your CB Signature Home.

**NOTE:** construction deposit checks must come from a "verified" account. This is an account we have verified by getting actual statements. This should be the main account used for this transaction.