Kodiak Island Housing Authority
3137 Mill Bay Road, Kodiak, AK 99615
www.Kodiakislandhousing.com
Phone: 907-486-8111 Fax: 907-486-4432
Origination License #280607 Mortgage License #287823

MORTGAGE LOAN APPLICATION CHECKLIST

Thank you for choosing Kodiak Island Housing Authority for your home loan. KIHA has several types of loans available to assist you in either purchasing or refinancing a home. KIHA services all loans we make—which means that your loan is at home with us!

The following is a list of information necessary to properly document your loan application file. The sooner you provide this information, the faster we can assist you.
Please include these items for all applicants.

- ☐ **Completed, legible loan application, with signatures from all loan applicants**
- ☐ **Most recent paystubs:** covering a 6-week period, or a printout from your employer
- ☐ **Last paystub:** or printout of earnings from all other employers this year
- ☐ **Complete copy of most recent money account statements:** covering a 2-month period (including checking, savings, Money market, IRA, stock, investment, etc)
- ☐ **W-2's & 1099's** for the past 2 years
- ☐ **Tax returns**: including all schedules for the past 2 years (3 years are required if you are a first-time home buyer)
- ☐ **All other sources of income**
- ☐ **If active duty military or Public Health Service:** we will advise you of the documents needed
- ☐ **Prior residence(s):** Name and address and telephone number for the landlord, along with your physical address, for **all** prior addresses you have had for the past 24 months. Use the last page of the loan application, or additional pages, as necessary
- ☐ **Complete copy of Purchase and Earnest Money Agreement**: (if purchasing a home)
- ☐ **Seller information:** Name and telephone number of the seller of the property you are purchasing
- ☐ **Photo I.D.** for each applicant

Additional items and prepayment may be required. Please contact our office to arrange for an appointment to start your application, or with any questions. Our hope is to help make the loan process as pleasant as possible for you