



# ADMIRALS BANK<sup>®</sup>



## Home Improvement Lending

### Document Checklist

**For each applicant**, please submit a **clear** copy or scan of the following documents with ALL included pages for approval:

Apply at: [www.admiralsbank.com/dcharpentier](http://www.admiralsbank.com/dcharpentier)

E-Mail: [dcharpentier@admiralsbank.com](mailto:dcharpentier@admiralsbank.com)

Office: (401) 248-7354

Fax: (401)-223-6469

*Feel free to use this checklist as your fax cover letter*

**Please send me the following documents as soon as possible:**

- Information Disclosure Authorization, signed/dated
- Most recent mortgage statement
- Copy of the home owners insurance declarations pages
- Most recent pay stub
- 2014 and 2015 W-2 forms
- Complete Estimate / Proposal for work to be completed
- Relative Information of someone who does not live in the house. References are not responsible for the loan and Admirals Bank would never solicit them or sell their information.

	<u>Borrower</u>	<u>Co-Borrower</u>
Closest Relative Name:		
Relation		
Phone:		
Relative's Address:		



**Home Improvement Lending**  
**Information Disclosure Authorization**

To Whom It May Concern:

I/we hereby authorize you to release to Admirals Bank for verification purposes, information concerning:

- Employment history, dates, title, income, hours worked, etc.
- Banking and savings account records.
- Mortgage loan rating (opening date, high credit, payment amount, loan balance, payment record, and maturity date).
- Any information deemed necessary in connection with a consumer credit report for a real estate secured transaction.

This information is for Lender's confidential use in completing a mortgage loan application and may be used as a duplicate original.

Your prompt reply will help expedite my real estate transaction.

Thank you.

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_ Date: \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Co-Applicant Name (Please Print)

\_\_\_\_\_ Date: \_\_\_\_\_  
Co-Applicant Signature

