



The Ping Mortgage Company

11545 Park Woods Circle, Suite A, Alpharetta, GA 30005, 678-297-0666(ph), 678-297-0603(fax), contact@pingmortgage.com

Document List for Home Purchase

We need following documents for you home purchase. You may scan and email to us or fax to us.

1. Sales contract all pages
2. All home addresses for the past 2 years including start-end dates at each address
3. All jobs for the past 2 years: start and end date, title, local office phone and address
4. Driver's license front side only
5. Green card front & back, EAD card front & back or H1/L1 visa if not a citizen
6. One-month paystubs (two for bi-weekly pay)
7. Most recent two-year W2
8. 2-month bank statements including all pages (even empty pages)
9. If you have rental income or loss, 2-year tax returns all pages
10. If you are self-employed, 2-year personal and business returns.
11. \$495 none-refundable locking and application fee which will be credited back to you as appraisal fee. Please Zelle the payment to app@pingmortgage.com or add \$15 convenient fee with a credit card payment at: <http://pay.pingmortgage.com>

Rate quotes are based on current market, which are guaranteed only after being locked and confirmed by email.

We accept rate lock-in from 10:15am to 8:00pm Monday to Saturday. If you wish to lock-in after hours, you may call us and get confirmation. You may submit rate lock-in online after hours without confirmation at www.pingmortgage.com/lockin.htm. We will refund you if we fail to secure the rate lock the following business day.

If you have any question, please call our main office at 678-297-0666 or after-hour phone numbers published on our website.