



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 Refinance

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

1. One-month paystubs (two for bi-weekly pay)
2. Most recent two-year W2
3. If you have rental income or loss, 2-year tax returns all pages
4. If you are self-employed, 2-year personal or business returns.
5. 2-month bank statements including all pages (even empty pages)
6. All home addresses for the past 2 years including start and end dates at each address
7. Current mortgage statements and telephone # of your homeowner insurance
8. Driver's license front side only
9. Green card front & back, EAD card or H1/L1 visa if not a U.S. citizen
10. All jobs for the past 2 years: start-end date, title, local office phone and address
11. \$470 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 \$10 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 online at <http://www.pingmortgage.com/lockingin.htm>.

We accept rate lock-in online from 10:15am to 8:00pm Monday to Friday. If you wish to lock-in after hours, you may call us and get confirmation. You may submit rate lock-in online after hours online without confirmation. 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.