



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. 2015 and 2016 W2
3. If you are self-employed or have rental income or loss, 2 year tax returns all pages
4. 2-month bank statements including all pages (even empty pages)
5. All home addresses for the past 2 years including start-end dates at each address
6. Current mortgage statements and telephone # of your homeowner insurance
7. Driver's license front side only
8. Green card front & back or H1/L1 visa if not a U.S. citizen
9. All jobs for the past 2 years: start-end date, title, local office phone and address
10. \$400 none-refundable locking and application fee which will be used as appraisal fee. For no-closing-cost refinance, it will be credited or refunded to you at closing. You may pay the \$400 with your credit card online at www.pingmortgage.com and click *Rate Lock-in* on the left.

Rates quoted are based on current market, which are guaranteed only after being locked and confirmed online at <http://www.pingmortgage.com/lockingin.htm>. You may also download and fax in a lock-in form at <http://www.pingmortgage.com/lockin.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 need to call us and get confirmation. You may lock-in after hours online without confirmation. We will refund to 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.