



EGLIN FEDERAL CREDIT UNION

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Construction Loan Checklist

Revised November 2017

Prior to beginning the loan process, it is recommended that you begin collecting the following documents.

► All borrowers

- A valid driver's license or other government-issue photo identification, date of birth and Social Security number
- Written explanation if employed less than two years or if an employment gap exists within the last two years
- Boundary Survey
- Specs and Plans
- Builder Contract (if applicable) including builder contact information
- Materials List
- 10% of the appraised value in liquid assets
- Current monthly bank statement detailing income deposits for retirement, pension, annuity and/or social security income
- Bank statement covering the last two months for any checking/savings accounts
- Current monthly statement of any 401(k) savings plans, IRAs, CD accounts and/or investment portfolios

► Salaried borrowers

- Pay stubs covering the past 60 days (must show year-to-date totals)
- SSI, Pension, and Disability Award Letters
- Previous 2 years of W-2s

► Self-employed borrowers

- Corporate 1120S/partnership 1065 tax returns for the past two years
- Year-to-date profit and loss statement and balance sheet
- Personal 1040 tax returns with all schedules from the past two years

► Purchasing

- Copy of executed sales contract (if applicable)
- Contact information for the realtor you are working with (if applicable)

 **Additional documentation may be required**