

Client Counseling Required Documents & Instructions

Please submit documents for both borrower and co-borrowers and any member who will be living in the same household. All submitted documents will be property of FACE.

Upload the documents here: <https://face.sharefile.com/r-r0bfacc16f964c2ea>

Look in Column D for how to label your individuals files under File Name Example

Checklist of Submitted Documents	Borrower	Co-Borrower	File Name Example & Instructions
Drivers License (for All Borrowers)			DL Client Name (DL John Doe)
Social Security (for All Borrowers)			SS Client Name (SS John Doe)
Credit Report with Credit Score and Transaction History in last 30 to 45 days (for All Borrowers)			Credit Client Name (Credit John Doe)
Pay Stubs (2 Mos) for All Borrowers			Paystub Client Name Date (Paystub John Doe 0801 to 0815)
W2's (2 years) for All Borrowers			W2 Year Client Name (W2 2019 John Doe)
Statements for checking,savings,investment, retirement,etc. (2 Mos)			Bank Client Account# Date (Chase John Doe #3689 082020)
Federal Income Tax Returns (3 years)			Tax Client Name Year (Tax 2019 John Doe)
Federal Income Tax Returnns (3 years), if you own business.			Tax Company Nmae Year(Tax 2019 Smith & Co)
Year to date Profit and Loss Statement, if you own business			P&L Year Company (P&L 2019 Smith & Co)
Student Loan			If you have a student loan, a payment schedule letter from lender/ (Student Loan Client Name)
Other Income Sources (SS, Custody,etc)			Please submit award letter (SS Client Name)