



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. All jobs for the past 2 years: start and end date, title, local office phone and address
2. Driver's license front side only
3. Green card front & back. EAD card front & back or H1/L1 visa if not citizen
4. One-month paystubs (two for bi-weekly pay)
5. Most recent two-year W2s
6. Two-month bank statements including all pages (even empty pages)
7. If you have rental income or loss, 2-year tax returns all pages
8. If you are self-employed, 2-year personal and business returns
9. Current mortgage statements
10. Home insurance policy pages and agent contact phone number
11. Homeowner Association (HOA) bill showing annual or monthly fee
12. \$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.