



## What Documents do I Need to Complete a Reverse Mortgage?

Following is a list of documents that will be required to complete a reverse mortgage application.

1. Original signed copies of all pages of the loan application and all disclosures all completed in blue ink and dated the same date on all forms.
2. Original Reverse Mortgage counseling certificate provided by third party reverse mortgage counselor (we will give you a list of counselors to choose from.)
3. Proof of date of birth (driver's license or birth certificate) and social security number (social security card **or** medicare card). (call if neither are available.)
4. Copy of recent homeowner's insurance bill or name and phone number for insurance agent.
5. Copy of your survey of the home. This would normally be located in the package you received from the title company when you first purchased or last refinanced your home. The survey must be readable and have the surveyor's seal. Please note that you must have a survey redone if you cannot locate it or you have significantly made structural changes to the home since it was last done.
6. Original death certificate of spouse if a widow(er). This is needed only if deceased spouse has not been removed from title to property.
7. Copy of your current mortgage statement/coupon book or names, addresses and account numbers for all mortgage debt and liens on the property.
8. If the property is held in a trust, please provide us with a copy of the trust agreement.
9. If the person signing has Power of Attorney for the borrower, please provide us with a copy of the Durable Power of Attorney.
10. If the property previously had a mortgage balance that was paid off in full within the last year, please provide us with a copy of the satisfaction of mortgage, release of lien or warranty deed.
11. Credit Card to cover cost of appraisal, varies from \$550 - \$700. (This cost **MUST** be placed on a credit card unless you do not have one and then we can get the cost rolled into the loan with a waiver.)
12. 1099's and/or W2's for the past two most recent years, pension or social security "awards" letters verifying the amount you currently receive, most recent 2 months checking/savings/retirement fund statements.
13. If you own any other property, we will need documents verifying the homeowner's insurance, taxes and HOA dues on that property in addition to any mortgage statements.

To start the Reverse Mortgage process, contact Melinda Hipp at (210) 493-7332 or [mhipp@mutualmortgage.com](mailto:mhipp@mutualmortgage.com). Visit Melinda's website at [www.texasreverse.net](http://www.texasreverse.net)