

Home Equity Application Document & Information Checklist

W2 Wage Earner	1099 Income	Self Employed Income	
A recent Paystub* AND W2 for the most recent ONE-YEAR PERIOD, OR Written Verification of Employment Note: If using Overtime, Bonus or Commissions for qualifying income, W2's for the most recent two-year period must be provided.	Document current receipt of the income, as verified by ONE of the following: <ul style="list-style-type: none"> • A statement from the organization providing the income, OR • A copy of retirement award letter or benefit statement, OR • A copy of financial or bank account statement, OR • A copy of signed federal income tax return, • An IRS W2 form, OR An IRS 1099 form 	Application Date On or before April 15 th , 2024 (or before tax return due date)	TWO Years Tax Returns must be for:
		April 16 th , 2023 (on or after the tax return due date) – October 15, 2024	<ul style="list-style-type: none"> • Most recent federal income tax return filed with the IRS and the previous tax year return • Most recent tax return must not be older than 2022
		From October 16, 2024 to April 15, 2025	<ul style="list-style-type: none"> • If member has filed 2023 tax return with the IRS, 2023 and 2022 federal returns • If member has not filed 2023 tax return with IRS <ul style="list-style-type: none"> ○ Evidence of completed and filed IRS form 4868 for extension of 2023 tax return ○ Proof of any payment due at time of extension filing ○ IRS confirmation verifying transcripts are not yet available ○ 2022 and 2021 federal returns • 2023 and 2022 federal returns • Extension of 2023 tax year is not permitted

<input type="checkbox"/> Homeowners Insurance Policy (HOI) Should reflect Insurance Company, annual premium, effective dates and dwelling coverage <input type="checkbox"/> 1st Mortgage Monthly Statement Mortgage Statement must be recent and reflect principal and interest payment, escrowed taxes and insurance (if applicable) and current mortgage balance <input type="checkbox"/> Homeowners Association or Maintenance Fee (if applicable): \$ _____	<input type="checkbox"/> Explanation for Inquiries on the Credit Report Letter of explanation must be from the Member and cover inquiries from last 90 days <input type="checkbox"/> Divorce Decree & Child Support Order (if applicable) <input type="checkbox"/> Statement(s) for all Accounts Paying Off in Transaction Statement(s) must reflect full account number and a business telephone number
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If this loan is for **Home Improvement**, please provide area where funds will be used in home (check as many as applies):

Kitchen Bathroom(s) Additions Pool Finished Basement HVAC/Roof
 Outbuilding/Garage Patio/Driveway Other _____

<input type="checkbox"/> Home Valuation Information: In order to obtain the most accurate valuation information, please provide the following data:		
Original Purchase Price	Date Purchased	First Mortgage Balance
Preferred Contact	Preferred Phone Number	Age of Home
County	Township	Subdivision
Property Type <input type="checkbox"/> Single Family <input type="checkbox"/> Condominium <input type="checkbox"/> Duplex		Type of Structure <input type="checkbox"/> Ranch <input type="checkbox"/> 2-Story <input type="checkbox"/> Tri-Level <input type="checkbox"/> Other
Exterior Description (Brick, Frame)	Lot Size/Acreage	Number of Parcels
Features (check all that apply) <input type="checkbox"/> Kitchen <input type="checkbox"/> Family Room <input type="checkbox"/> Living Room <input type="checkbox"/> Formal Dining Room <input type="checkbox"/> Fireplace <input type="checkbox"/> Other:		
Above Basement Total # of Rooms: _____ # of Bedrooms: _____ # of Bathrooms: _____ Estimate Square Feet _____		Basement Only (if applicable) Total # of Finished Rooms: _____ # of Bedrooms: _____ # of Bathrooms: _____ Estimate Finished Square Feet _____
Other Features (Porches, Decks, In ground Pool, etc.)		Any recent remodeling or additions?
<input type="checkbox"/> Gated Community? Gate Number _____		<input type="checkbox"/> Mandatory HOA Fees? If yes, what do they cover?
<input type="checkbox"/> Shared Easement or Driveway? <input type="checkbox"/> Contract in place?		