

## Real Estate Loan Documentation Needed

Due to Federal guidelines involving real estate loans, the following items must be presented to the Credit Union once you have received and reviewed your loan estimate.

### Income Verification

#### General Employment

- Two most recent paystubs
  - If you are an Air Products employee, you can make this request through APPortal - Employee Self Service/Benefits and Payment/Salary Statement.
  - Please note: A final paystub will be required just prior to closing to confirm active employment.
- Two most recent W-2s

#### Pension / Social Security

- Pension Income – 1099 (if retired for more than one year), or most recent pension statement showing gross amount, or letter from the organization listing your gross pension income.
- Social Security Income – Copy of your award letter for the current year provided by the Social Security Administration.

#### Self-Employment - must provide both

- Two most recent complete personal Federal (do not include State or Local) tax returns (IRS Form 1040), including W-2's and all scheduled. If you are applying after April 15th, the prior year tax return is required.
- Current year-to-date Profit and Loss (P&L) Statement and Balance Sheet
  - If you own 25% or more of your business, your business tax returns are also required along with a current year-to-date P&L Statement and Balance Sheet.

### Additional Documentation Required

#### Valid Photo ID

A photocopy of your current unexpired driver's license or state photo ID is the preferred form. If neither of these forms of ID are available, a copy of your passport is acceptable.

#### Homeowners Insurance

Current Declaration page – showing dwelling coverage amount, policy beginning and end dates, annual premium, and agent's name and phone number.

#### Flood Insurance, if applicable

Current Declaration page - showing coverage beginning and end dates, annual premium, and agent's name and phone number.

#### Condo / Homeowners Association, if applicable

Copy of Condo Association or Homeowners Association dues and Master Condo Insurance Declaration page.

#### Real Estate Taxes Verification

Pennsylvania Properties - To reduce the amount of time needed to process a property search, billing statements for the current year property taxes including county, school and your municipality are needed. If you have not received your tax bill(s) for the current year, please provide the prior year billing statement(s) to confirm tax amount.

All Other States - Copies of **current** property tax bills including county, school, and municipality taxes. An escrow statement cannot be used for this information.

#### Monthly Mortgage Billing Statement

Statement showing breakdown of payment (i.e., principal, interest, escrow, PMI) - only required when there is a first lien mortgage loan with another mortgage company.



## Residential Home Equity Loan Application

Applicants should complete this form as "Borrower" or "Co-Borrower," as applicable. Co-Borrower information must also be provided (and the appropriate box checked)  when the income or assets of a person other than the Borrower (including the Borrower's spouse) will be used as a basis for loan qualification or  the income or assets of the Borrower's spouse or other person who has community property or similar rights pursuant to applicable state law will not be used as a basis for loan qualification, but his or her liabilities must be considered because the spouse or other person who has community property or similar rights and the Borrower resides in a community property state, the security property is located in a community property state, or the Borrower is relying on other property located in a community property state as a basis for repayment of the loan.

If this is an application for joint credit, Borrower and Co-Borrower each agree that we intend to apply for joint credit (initial below):

\_\_\_\_\_
\_\_\_\_\_  
 Borrower Initials      Co-Borrower Initials

TYPE OF MORTGAGE AND TERMS OF LOAN		
Loan Product Applying for:	Refinance Mortgage: Tier 1 for \$875 or Tier 2 for \$2,375 Home Equity (Fixed Rate & Term) Home Equity Line of Credit (Variable Rate)	Acct # _____
Amount \$	No. of Years: (excluding HELOC) 5    7    10    15    20    30*	Estimated Present Market Value \$
Monthly Payment Method	APCI FCU Account Transfer from:    Share Savings or    Share Draft Checking Cash	

\* 30 Year terms can only be selected for our Refinance Mortgage Product. The collateral must be the borrower's primary residence.

PROPERTY INFORMATION AND PURPOSE OF LOAN		
Collateral Address (street, city, state, & zip)		County
Please indicate name(s) on deed	Date of Purchase	Original Purchase Price \$
Purpose of Loan: <input type="checkbox"/> Home Improvement <input type="checkbox"/> Refinancing <input type="checkbox"/> Refinancing w/cash-out <input type="checkbox"/> Other:	Property Type: <input type="checkbox"/> Single Family Residence <input type="checkbox"/> Condo/Townhouse	Property is my/our: <input type="checkbox"/> Primary Residence <input type="checkbox"/> Secondary Residence+ <small>*Not Eligible for 30 Year Product</small>

To apply for a Purchase/First Mortgage visit [apcfcu.org/borrow/purchasefirst-mortgage/discover](http://apcfcu.org/borrow/purchasefirst-mortgage/discover).

Borrower	BORROWER INFORMATION**	Co-Borrower
Full Name	Full Name	Full Name
Social Security Number	Birth Date	Social Security Number      Birth Date
Current Street Address	No. of Yrs	Current Street Address      No. of Yrs
City, State	Zip	City, State      Zip
Former Address (if less than 3 yrs)	Months	Former Address (if less than 3 yrs)      Months
Contact Number	Preferred Method of Contact: Phone      Email	Contact Number      Preferred Method of Contact: Phone      Email
Email Address	Email Address	Email Address
Marital Status: Married      Separated Unmarried (includes single, divorced, widowed)	Marital Status: Married      Separated Unmarried (includes single, divorced, widowed)	Marital Status: Married      Separated Unmarried (includes single, divorced, widowed)

\*\*All borrowers and co-borrowers on an APCI FCU loan are required to be a member of the Credit Union.

Borrower			EMPLOYMENT INFORMATION			Co-Borrower		
Current Employer		Self Employed	Years Empl.		Current Employer		Self Employed	Years Empl.
Work Phone	Position/Title		Work Phone		Position/Title			
Previous Employer (if current is less than 3 yrs)			Previous Employer (if current is less than 3 yrs)					
Work Phone	Position/Title	Years Empl.	Work Phone		Position/Title	Years Empl.		

MONTHLY INCOME AND COMBINED HOUSE EXPENSE INFORMATION					
Gross Monthly Income	Borrower	Co-Borrower	Total	Combined Monthly Housing Expense	
Base Empl. Income*	\$	\$	\$	Rent	\$
Overtime	\$	\$	\$	First Mortgage (P&I)	\$
Bonuses	\$	\$	\$	Other Financing (P&I)	\$
Commissions	\$	\$	\$	Hazard Insurance	\$
Dividends/Interest	\$	\$	\$	Real Estate Taxes	\$
Rental Income	\$	\$	\$	Mortgage Insurance	\$
Other**	\$	\$	\$	Condo/HO Assn. Dues	\$
	\$	\$	\$	Other:	\$
<b>Total</b>	\$	\$	\$	<b>Total</b>	\$

\*Self Employed Borrower(s) are required to provide additional documentation such as tax returns and financial statements.

**\*\*Describe Other Income**

**Notice: Alimony, child support, or separate maintenance income need not be revealed if the Borrower (B) or Co-borrower (C) does not choose to have it considered for repaying this loan.**

Source of Other Income	Monthly Amount \$	Source of Other Income	Monthly Amount \$
Name and Address of Payer	No. of Yrs Received	Name and Address of Payer	No. of Yrs Received

**ASSETS**

B = Borrower C = Co-Borrower			
B	C	Financial Institution Name	Approx. Balance
		<b>401k -</b>	\$
			\$
			\$
			\$

**Real Estate Owned**

Property Address (enter P for primary, S for 2 <sup>nd</sup> home, or R for rental)	Prop. Type	Present Market Value	Amount of Mortgages	Gross Rental Inc.	Mortgage Payments
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
Car 1 - Yr - Make - Model			Please Check One:		
			Own	Leased	Balance Owed \$ _____
Car 2 - Yr - Make - Model					
			Own	Leased	Balance Owed \$ _____
Car 3 - Yr - Make - Model					
			Own	Leased	Balance Owed \$ _____

**LIABILITIES**

Please list all open Accounts with an outstanding balance.

**B = Borrower C = Co-Borrower D = Debts to be paid off if credit is granted**

Please Check (B) (C) (D)			Lender	Account Number	Original Amount	Balance	Monthly Payment
			Mortgage Co –		\$	\$	\$
			2nd Mortgage -		\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
			Alimony/Child Support -		\$	\$	\$
			Student Loans -		\$	\$	\$
			401k loan -		\$	\$	\$
					<b>TOTAL</b>	\$	\$

Please answer the following questions. If a yes answer is given, explain on additional sheet.

	Borrower		Co-Borrower	
	Yes	No	Yes	No
a. Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond, or loan guarantee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Do you currently have any outstanding judgments or have you ever filed for bankruptcy, had a debt adjustment plan confirmed under Chapter 13, Had Property Foreclosed Upon or Repossessed in the Last 7 yrs, or been a party in a lawsuit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Have you ever been declared bankrupt or filed a petition for chapter 7 or 13?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are you obligated to pay alimony, child support or separate maintenance? If Yes, please be sure to list the amount in the Debt section shown above.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Are you a U.S. citizen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Are you a permanent resident alien?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Is the collateral a modular/manufactured or mobile home?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Is the collateral a duplex (multi-family) home or condo?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Is the collateral a rental/investment property or unimproved land?				
j. Is the collateral deeded under a "Trust Agreement"?				
k. Have you financed any Solar improvements to the collateral?				

**COMMENTS**



**TO BE COMPLETED BY APCI FCU LOAN STAFF**

<p><b>Borrower:</b></p> <p>Was the ethnicity of the applicant collected on the basis of visual observation or surname?  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Was the race of the applicant collected on the basis of visual observation or surname?  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Was the sex of the applicant collected on the basis of visual observation or surname?  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p><b>This information was provided by:</b>  <input type="checkbox"/> Face-to-Face Interview  <input type="checkbox"/> Telephone Interview  <input type="checkbox"/> Fax or Mail  <input type="checkbox"/> Email or Internet</p>	<p><b>Co-Borrower</b></p> <p>Was the ethnicity of the applicant collected on the basis of visual observation or surname?  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Was the race of the applicant collected on the basis of visual observation or surname?  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Was the sex of the applicant collected on the basis of visual observation or surname?  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p><b>This information was provided by:</b>  <input type="checkbox"/> Face-to-Face Interview  <input type="checkbox"/> Telephone Interview  <input type="checkbox"/> Fax or Mail  <input type="checkbox"/> Email or Internet</p>
<b>APCI FCU Loan Staff Name:</b>	<b>Date:</b>

**ACKNOWLEDGMENT AND AGREEMENT**

Each of the undersigned specifically represents to Lender and to lender’s actual or potential agents, brokers, processors, attorneys, insurers, servicers, successors and assigns and agrees and acknowledges that: (1) the information provided in this application is true and correct as of the date set forth opposite my signature and that any intentional or negligent misrepresentation of this information contained in this application may result in civil liability, including monetary damages, to any person who may suffer any loss due to reliance upon any misrepresentation that I have made on this application, and/or in criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Sec. 1001, et seq.; (2) the loan requested pursuant to this application (the "Loan") will be secured by a mortgage or deed of trust on the property described in this application; (3) the property will not be used for any illegal or prohibited purpose or use; (4) all statements made in this application, are made for the purpose of obtaining a residential mortgage loan; (5) the property will be occupied as indicated in this application; (6) the Lender, its servicers, successors or assigns may retain the original and/or an electronic record of this application, whether or not the Loan is approved; (7) the Lender and its agents, brokers, insurers, servicers, successors, and assigns may continuously rely on the information contain in the application, and I am obligated to amend and/or supplement the information provided in this application if any of the material facts that I have represented herein should change prior to closing of the Loan; (8) in the event that my payments on the Loan become delinquent, the Lender, its servicers, successors or assigns may, in addition to any other rights and remedies that it may have relating to such delinquency, report my name and account information to one or more consumer reporting agencies; (9) ownership of the Loan and/or administrations of the Loan account may be transferred with such notice as may be required by law; (10) neither Lender nor its agents, brokers, insurers, servicers, successors, or assigns has made any representation or warranty, express or implied, to me regarding the property or the condition or value of the property; and (11) my transmission of this application as an "electronic record" containing my "electronic signature" as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or my facsimile transmission of this application containing a facsimile of my signature, shall be as effective, enforceable and valid as if a paper version of this application were delivered containing my original written signature.

**Acknowledgement.** Each of the undersigned hereby acknowledges that any owner of the Loan, its servicer’s, successors, and assigns, may verify or reverify any information contained in this application or obtain any information or data relating to the loan, for any legitimate business purpose through any source, including a source named in this application or a consumer reporting agency.

\_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_  
 Borrower’s Signature Co-Borrower’s Signature

**LOAN ORIGINATOR & NMLSR ID NUMBER INFORMATION**

<i>Individual Loan Originator’s Name</i> <b>Allison Stark</b> <b>Pamela Vargas</b> <b>Tara Safi</b>	<i>Nationwide Mortgage Licensing System And Registry (NMLSR) Identification (ID) Number</i> <b>1451414</b> <b>1018915</b> <b>2081411</b>
<i>Loan Originator Organization’s Name</i> <b>APCI Federal Credit Union</b>	<i>Nationwide Mortgage Licensing System And Registry (NMLSR) Identification (ID) Number</i> <b>402507</b>