

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 / Survivor Benefits

- 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
- Copy of the award letter from the current year provided by the Social Security Administration

Self-Employment - must provide both:

- Two most recent complete personal Federal (State and local not required) tax returns (IRS Form 1040), including W-2s and all schedules
- 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.
 - Statements must be prepared by a certified public accountant. In addition, the preparer cannot be an immediate relative of the borrower. For more information, please contact a Credit Union Loan Representative.

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, proof of payment of the prior two years of property taxes including county, school, and your municipality are needed.

Proof of payment options: (Copies of tax bills can be obtained from your local tax offices.)

- An escrow statement can be provided along with copies of all corresponding tax bills; or
- Copies of canceled checks (front and back) along with copies of all corresponding tax bills; or
- Checking account statement, showing electronic payments; along with copies of all corresponding tax bills; or
- Copies of all officially stamped "paid" tax bills; or
- A credit card statement showing payments along with copies of corresponding tax bills.

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 Home Equity (Fixed Rate & Term) Home Equity Line of Credit (Variable Rate)	Acct # _____
Amount \$	No. of Years: (excluding HELOC) <input type="checkbox"/> 5 <input type="checkbox"/> 7 <input type="checkbox"/> 10 <input type="checkbox"/> 15 <input type="checkbox"/> 20	Estimated Present Market Value \$
Monthly Payment Method	APCI FCU Account Transfer from: Share Savings or Share Draft Checking Cash	

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: Home Purchase* Refinancing Home Improvement Refinancing w/cash-out Other: _____	Property Type: Single Family Residence Condo/Townhouse	Property is my/our: Primary Residence Secondary Residence

*We do not offer purchase mortgages. The collateral being used to secure the loan must be in the name of the borrower(s).

Borrower	BORROWER INFORMATION +	Co-Borrower
Full Name	Birth Date	Full Name
Social Security Number	No. of Yrs	Social Security Number
Current Street Address	Zip	Current Street Address
City, State	Months	City, State
Former Address (if less than 3 yrs)		Former Address (if less than 3 yrs)
Contact Number	Preferred Method of Contact: Phone Email	Contact Number
Email Address		Preferred Method of Contact: Phone Email
Marital Status: Married Separated Unmarried (includes single, divorced, widowed)		Email Address
		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. Please note, a joint owner of a Credit Union account is not considered to be a member.

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:	\$
Total	\$	\$	\$	Total	\$

*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
		401k -	\$
			\$
			\$
			\$

Real Estate Owned

Property Address (enter P for primary, S for 2 nd 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 -		\$	\$	\$
					TOTAL	\$	\$

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. Have you financed any Solar improvements to the collateral?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The purpose of collecting this information is to help ensure that all applicants are treated fairly and that the housing needs of communities and neighborhoods are being fulfilled. For residential mortgage lending, Federal law requires that we ask applicants for their demographic information (ethnicity, race, and sex) in order to monitor our compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to provide this information, but are encouraged to do so. You may select one or more designations for "Ethnicity" and one or more designations for "Race". The law provides that we may not discriminate on the basis of this information, or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, Federal regulations require us to note your ethnicity, race, and sex on the basis of visual observation or surname. The law also provides that we may not discriminate on the basis of age or marital status information you provide in this application. If you do not wish to provide some or all of this information, please check below.

Applicant:

Ethnicity: Check one or more

- Hispanic or Latino
 - Mexican
 - Puerto Rican
 - Cuban
 - Other Hispanic or Latino – *Print origin, for example, Argentinean, Columbian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on:*

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Not Hispanic or Latino

I do not wish to furnish this information

Race: Check one or more

- American Indian or Alaskan Native – *Print name of enrolled or principal here:*

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- Asian
 - Asian Indian
 - Chinese
 - Filipino
 - Korean
 - Vietnamese
 - Other Asian – *Print race, for example, Hmong, Laottan, Thai, Pakistani, Cambodian, and so on:*

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- Black or African American
- Native Hawaiian or Other Pacific Islander
 - Native Hawaiian
 - Guamanian or Chamorro
 - Samoan
 - Other Pacific Islander – *Print race, for example, Fijian, Tongan, and so on:*

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White

I do not wish to furnish this information

Sex:

- Female
- Male

I do not wish to furnish this information

To Be Completed by Financial Institution (for an application taken in person):

Was the ethnicity of the applicant collected on the basis of visual observation or surname?

- Yes
- No

Was the race of the applicant collected on the basis of visual observation or surname?

- Yes
- No

Was the sex of the applicant collected on the basis of visual observation or surname?

- Yes
- No

Co-Applicant:

Ethnicity: Check one or more

- Hispanic or Latino
 - Mexican
 - Puerto Rican
 - Cuban
 - Other Hispanic or Latino – *Print origin, for example, Argentinean, Columbian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on:*

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Not Hispanic or Latino

I do not wish to furnish this information

Race: Check one or more

- American Indian or Alaskan Native – *Print name of enrolled or principal here:*

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- Asian
 - Asian Indian
 - Chinese
 - Filipino
 - Korean
 - Vietnamese
 - Other Asian – *Print race, for example, Hmong, Laottan, Thai, Pakistani, Cambodian, and so on:*

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- Black or African American
- Native Hawaiian or Other Pacific Islander
 - Native Hawaiian
 - Guamanian or Chamorro
 - Samoan
 - Other Pacific Islander – *Print race, for example, Fijian, Tongan, and so on:*

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White

I do not wish to furnish this information

Sex:

- Female
- Male

I do not wish to furnish this information

To Be Completed by Financial Institution (for an application taken in person):

Was the ethnicity of the applicant collected on the basis of visual observation or surname?

- Yes
- No

Was the race of the applicant collected on the basis of visual observation or surname?

- Yes
- No

Was the sex of the applicant collected on the basis of visual observation or surname?

- Yes
- No

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>	<i>Nationwide Mortgage Licensing System And Registry (NMLSR) Identification (ID) Number</i>
<i>Loan Originator Organization's Name</i>	<i>Nationwide Mortgage Licensing System And Registry (NMLSR) Identification (ID) Number</i>
APCI Federal Credit Union	402507