

## Home Equity Application Document & Information Checklist

### Income

W2 Wage Earner	1099 Income	Self Employed Income									
<p>A recent Paystub*</p> <p><b>AND</b></p> <p>W2 for the most recent ONE-YEAR PERIOD, <b>OR</b> Written Verification of Employment</p> <p><b>Note:</b> If using Overtime, Bonus or Commissions for qualifying income, W2's for the most recent two-year period must be provided.</p>	<p>Document current receipt of the income, as verified by <b>ONE</b> of the following:</p> <ul style="list-style-type: none"> <li>• A statement from the organization providing the income, <b>OR</b></li> <li>• A copy of retirement award letter or benefit statement, <b>OR</b></li> <li>• A copy of financial or bank account statement, <b>OR</b></li> <li>• A copy of signed federal income tax return,</li> <li>• An IRS W2 form, <b>OR</b> An IRS 1099 form</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Application Date</th> <th style="width: 70%;">TWO Years Tax Returns must be for</th> </tr> </thead> <tbody> <tr> <td style="font-size: small;">On or before April 15, 2022 (or before tax return due date)</td> <td> <ul style="list-style-type: none"> <li>• Most recent federal income tax return filed with the IRS and the previous tax year return</li> <li>• Most recent tax return must <b>not</b> be older than 2020</li> </ul> </td> </tr> <tr> <td style="font-size: small;">April 16, 2022 (on or after the tax return due date) – October 15, 2022</td> <td> <ul style="list-style-type: none"> <li>• If Member has filed 2021 tax return with the IRS, 2021 and 2020 federal returns.</li> <li>• If Member has not filed 2021 tax return with the IRS                             <ul style="list-style-type: none"> <li>○ Evidence of completed and filed IRS form 4868 for extension of 2021 tax return</li> <li>○ Proof of any payment due at time of extension filing</li> <li>○ IRS confirmation verifying transcripts are not yet available; and</li> <li>○ 2020 and 2019 federal returns</li> </ul> </li> </ul> </td> </tr> <tr> <td style="font-size: small;">From October 16, 2022 to April 15, 2023</td> <td> <ul style="list-style-type: none"> <li>• 2021 and 2020 federal returns</li> <li>• Extension of 2021 tax year is not permitted</li> </ul> </td> </tr> </tbody> </table>	Application Date	TWO Years Tax Returns must be for	On or before April 15, 2022 (or before tax return due date)	<ul style="list-style-type: none"> <li>• Most recent federal income tax return filed with the IRS and the previous tax year return</li> <li>• Most recent tax return must <b>not</b> be older than 2020</li> </ul>	April 16, 2022 (on or after the tax return due date) – October 15, 2022	<ul style="list-style-type: none"> <li>• If Member has filed 2021 tax return with the IRS, 2021 and 2020 federal returns.</li> <li>• If Member has not filed 2021 tax return with the IRS                             <ul style="list-style-type: none"> <li>○ Evidence of completed and filed IRS form 4868 for extension of 2021 tax return</li> <li>○ Proof of any payment due at time of extension filing</li> <li>○ IRS confirmation verifying transcripts are not yet available; and</li> <li>○ 2020 and 2019 federal returns</li> </ul> </li> </ul>	From October 16, 2022 to April 15, 2023	<ul style="list-style-type: none"> <li>• 2021 and 2020 federal returns</li> <li>• Extension of 2021 tax year is not permitted</li> </ul>	
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<p><input type="checkbox"/> <b>Homeowners Insurance Policy (HOI)</b> HOI should reflect Insurance Company, annual premium, effective dates and dwelling coverage</p> <p><input type="checkbox"/> <b>1<sup>st</sup> Mortgage Monthly Statement</b> Mortgage Statement must be recent and reflect principal and interest payment, escrowed taxes and insurance (if applicable) and current mortgage balance</p> <p><input type="checkbox"/> <b>Homeowners Association or Maintenance Fee</b> (if applicable): \$__</p>	<p><input type="checkbox"/> <b>Explanation for Inquiries on the Credit Report</b> Letter of explanation must be from the Member and covering inquiries from last 90 days</p> <p><input type="checkbox"/> <b>Divorce Decree &amp; Child Support Order</b> (if applicable)</p> <p><input type="checkbox"/> <b>Statement(s) for all Accounts Paying Off in Transaction</b> Statement(s) must reflect full account number and a business telephone number</p>
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### Home Valuation Information

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?