

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 submitted your application.

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.

Pension / Social Security / Survivor Benefits

- Letters from the organization listing the pension income
- Copies of award letters provided by Social Security Administration

Self-Employment - must provide both:

- Most recent two years' complete personal 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

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 paid Condo Association or Homeowners Association dues and Master Condo Insurance Declaration page.

Real Estate Taxes Verification

- Pennsylvania Properties – In order 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 municipality are needed. An escrow statement can be provided along with the tax bill as proof of payment. Other acceptable proof of payment: copies of cancelled checks (front and back); checking account statement showing electronic payment; an official paid stamped tax bill; or a credit card statement showing payment.
- All Others 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

I. TYPE OF MORTGAGE AND TERMS OF LOAN		
Applying for: <input type="checkbox"/> Refinance Mortgage <input type="checkbox"/> Home Equity (Fixed Rate & Term) <input type="checkbox"/> Home Equity Line of Credit	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 \$ _____
Payment Method: <input type="checkbox"/> APCI FCU Account Transfer* (<input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> monthly) <input type="checkbox"/> Cash <small>*Weekly option excludes 20-year term Refinance Mortgage and Home Equity loans.</small>		

II. 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"/> Refinance <input type="checkbox"/> Home Improvement <input type="checkbox"/> Other: _____	Property Type: <input type="checkbox"/> Single Family Residence <input type="checkbox"/> Condo/Townhouse	Property is: <input type="checkbox"/> Primary Residence <input type="checkbox"/> Secondary Residence

Borrower	III. BORROWER INFORMATION	Co-Borrower
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
Home Telephone:	Contact #:	Home Telephone: Contact #:
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (includes single, divorced, widowed)	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (includes single, divorced, widowed)	

Borrower		IV. EMPLOYMENT INFORMATION		Co-Borrower		
Current Employer	<input type="checkbox"/> Self Employed	Years Empl.		Current Employer	<input type="checkbox"/> 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.

V. MONTHLY INCOME AND COMBINED HOUSE EXPENSE INFORMATION						
Gross Monthly Income	Borrower	Co-Borrower	Total	Combined Monthly Housing Expense	Present	Proposed
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

B = Borrower C = Co-Borrower		VI. ASSETS	
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:					
	<input type="checkbox"/> Own <input type="checkbox"/> Leased <input type="checkbox"/> Balance Owed \$ _____					
Car 2 - Yr - Make - Model						
	<input type="checkbox"/> Own <input type="checkbox"/> Leased <input type="checkbox"/> Balance Owed \$ _____					
Car 3 - Yr - Make - Model						
	<input type="checkbox"/> Own <input type="checkbox"/> Leased <input type="checkbox"/> Balance Owed \$ _____					

VII. 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			Lender	Account Number	Original Amount	Balance	Monthly Payment
(B)	(C)	(D)					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mortgage Co -		\$	\$	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2nd Mortgage -		\$	\$	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			\$	\$	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			\$	\$	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			\$	\$	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			\$	\$	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			\$	\$	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			\$	\$	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alimony/Child Support -		\$	\$	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student Loans -		\$	\$	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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"/>

VIII. INFORMATION FOR GOVERNMENT MONITORING PURPOSES

NOTICE: Complete only if this is a Home Improvement Loan or if You are applying to refinance a dwelling.

The following information is requested by the Federal Government for certain types of loans related to a dwelling in order to monitor the lender's compliance with equal credit opportunity, fair housing and home mortgage disclosure laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may discriminate neither on the basis of this information nor on whether you choose to furnish it. If you furnish the information please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race, or sex, under Federal regulations, this lender is required to note the information on the basis of visual observation or surname. If you do not wish to furnish the information, please check the box below.

Borrower: I do not wish to furnish this information
 Ethnicity: Hispanic or Latino Not Hispanic or Latino
 Race: American Indian, Alaskan Native Asian
 Black or African American White
 Native Hawaiian or Other Pacific Islander
 Sex: Female Male

Co-Borrower: I do not wish to furnish this information
 Ethnicity: Hispanic or Latino Not Hispanic or Latino
 Race: American Indian, Alaskan Native Asian
 Black or African American White
 Native Hawaiian or Other Pacific Islander
 Sex: Female Male

IX. 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

X. COMMENTS

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