



## Home Equity Line of Credit Application Checklist

### Be prepared to provide the following information for your application

- Property information (address, purchase price, purchase date, property type)
- Estimated property value
- Requested line of credit amount
- Contact information (phone, mail, email)
- Personal information (Social Security number, date of birth, marital status, employment status, residential status)
- Information about any other accounts you have with us
- Employment and income information
- Information about any other debts and financial obligations (such as car loans, outstanding student loans, credit cards, current mortgage or home equity accounts)

### Be prepared to provide the following documentation

- A completed and signed Internal Revenue Service (IRS) Form 4506T

If you receive a **W-2** each year

- Copy of most recent pay stub reflecting 30 days and YTD earnings
- Most recent two years of W-2 forms from your employer

If you are **self-employed**

- Most recent two years personal IRS tax return documents including all schedules
- Most recent two years K-1's from the partnership, LLC, or S Corporation (as applicable)

If you receive **Social Security benefits**

- Copy of most recent retirement award letter or most recent 1099-SSA (Miscellaneous Income) form
- Most recent bank and investment statements
- Most recent IRS tax return (as applicable)

If you receive a **pension, or retirement benefits**

- Copy of most recent bank statements
- Written verification from the organization paying income; copy of most recent award letter, most recent 1099 tax form; or most recent two years' personal IRS tax return documents

If you are **commissioned**

- Copy of most recent pay stubs reflecting 30 days and YTD earnings
- Most recent two years 1099's or W2's
- Most recent two years personal tax returns with all schedules

Proof of **homeowners, hazard, and flood insurance**

- Hazard insurance is required for all mortgage loans and home equity lines of credit. Proof of insurance includes a policy or certificate of coverage, declarations page, a copy of the master policy from your homeowners association (if applicable), insurance binder, property insurance form or payment receipt.
- If you live in a Special Flood Hazard Area, you'll need to send us your policy's declarations page or a copy of the master policy from your homeowners association (if applicable) that shows you have adequate flood insurance coverage for your home you're requesting to use as collateral

**To get help with a new Home Equity Line of Credit call our toll free number at:  
1-888-342-4273**