HOME EQUITY LINES OF CREDIT
APPLICATION & DOCUMENTATION CHECKLIST

To process your request for a Home Equity Line of Credit we will need the following:

1. **COMPLETED LOAN APPLICATION**
   a. Please complete all the information requested except for the current liabilities. We will pull a credit report and complete that section.

2. **YOUR PROPERTY INFORMATION**
   a. Your Homeowners insurance agent’s name, address and phone number
   b. Your most recent mortgage statement with the name of the lender, address, current loan balance and loan payment indicated.
   c. Your most recent tax bill

3. **YOUR INCOME AND EMPLOYMENT**
   a. Last 30 days pay receipts for each borrower
   b. Last two (2) years W-2s for each borrower
   c. Your last two (2) years federal tax returns – currently 2009 / 2010
      i. If you own 25% or more of a corporation or partnership we will need the last two years tax returns for the business(s)
   d. If you receive social security or pension income we will need your most recent entitlement letter indicating the amount you receive
   e. Additional income you might want to claim for qualification
      i. Note income – we will need copies of the notes and the payment history
      ii. Rentals – we will need the lease agreements if they are not reported on your tax returns
      iii. If you receive child support or alimony and wish to include it for qualification we will need the complete divorce decree and settlement agreement – all pages

4. **YOUR LIABILITIES**
   a. If you own other real estate we will need the address, estimated current market value and verification as to the amount of the property taxes and homeowner’s insurance premium
   b. We will be obtaining a credit report to ascertain all of your other liabilities
   c. If you have liabilities not reported on your credit report please provide evidence as to the debt, balance and monthly payments

5. **YOUR ASSETS**
   a. Please bring your most recent bank statement (all pages) for all bank accounts including checking, savings, money market and CD’s
   b. If you have an IRA or 401k plan, please bring the most recent statement

6. **OTHER ITEMS – required under the PATRIOT ACT**
   a. Driver license or State ID with picture
   b. Social Security Card / Medicare Card
   c. $20 – cash, check or credit card for the credit report at time of application
   d. Check or Credit card for the appraisal once your loan has been income / credit approved for the appraisal of the property

*Please note – it is our policy not to commence the processing of any loan until we have all the items necessary in the file to make a credit and income loan decision. We will not begin processing if all the items needed are not provided. Other documentation items may become necessary when we review your application.*

If you have any questions, please direct them to Gary Ardesson (NMLS #450094)
928-302-5156 or gardesson@mohavestbank.com