

# INSTRUCTIONS FOR COMPLETING THE FIXED RATE SECOND MORTGAGE OR HOME IMPROVEMENT LOAN APPLICATION

**TYPE OF LOAN APPLIED FOR** Always will be Conventional, Secured

Please complete loan amount, term (if known) you are applying for. Interest rate, term (if unknown) and amortization will be determined later by the Loan Officer. Indicate what type of property is being used as collateral

**Address of property to be improved:** Complete address **Date purchased:** Actual Date

**Cash down payment:** if known **Purchase Price:** Actual cost **Present value of home:** What you think value is now

**Title in name of:** Who is currently the legal owner of the property **Address of title holder:** if different from property address **Mortgage Type:** "x" whatever applies

Complete the entire line for description of the property: Yr house built, # of rooms, # of bdrms, etc.

If this is a new residential structure... "x" yes or no

## **IMPROVEMENTS PLANNED**

Complete this section if using this loan for improvements. List everything that will be completed  
And check appropriate **Type of Improvement** box

Co-borrower section: Check what box would apply

## **BORROWER and CO-BORROWER INFORMATION**

Please complete **every section** for Both Borrower and Co-Borrower (if applicable)

*It is very important that we have all of this information completed.*

## **GROSS MONTHLY INCOME**

Please indicate in the appropriate area what you receive for monthly income for Both Borrower and Co-Borrower (if applicable)

## **DESCRIBE OTHER INCOME**

List any other income in that section. Please indicate where income is derived from under "Describe Other Income"

(example: Social Security, Pension, etc.)

## **BANK**

Complete type of account, account number and Depository.

**IF EMPLOYED IN CURRENT POSITIONS FOR LESS THAN TWO YEARS, COMPLETE THE FOLLOWING**

Complete this section, if applicable

**THESE QUESTIONS APPLY TO BOTH BORROWER AND CO-BORROWER**

Every question must be answered. Any questions answered “yes” in the first section and the first two questions in section two require an explanation. Please attach an additional sheet for this explanation.

**DEBTS:**

List all current credit card and installment loan information. Indicate if they belong to the Borrower or Co-Borrower and complete all the information in the corresponding boxes on that line. It is important to include account numbers

**AUTO:** Complete all the appropriate boxes for all auto loans

**REAL ESTATE: For Property giving as Security** - Please list any first lien and subordinate lien information and complete all the corresponding boxes on that line.

List any debts on any other real estate loans (rental properties, second homes, etc)

List any additional names under which credit has been previously been received

Include any monthly payments for Taxes and Insurance and Homeowner’s Association Dues.

Add up Monthly Obligations from the column and put that total in the box

**ACKNOWLEDGEMENT AND AGREEMENT**

Indicate if applying for Joint Credit and read IMPORTANT – APPLICANT READ BEFORE SIGNING  
Please check appropriate occupancy box

All Applicants need to sign and date where indicated.

**INFORMATION FOR GOVERNMENT MONITORING PURPOSES**

Please check the appropriate boxes that apply. If you do not want to furnish this information, please indicate so in the appropriate box.



In response to your request regarding information on Home-Equity – Second Mortgage loans I have enclosed the following:

- A. An application that will need to be entirely completed and signed
- B. A letter requesting mortgage related documents pertinent in obtaining Mortgage related information.

Please, you must complete all that is requested and return to the Credit Union.

You may choose one of the following two Home Equity Loan Programs that will assist you with your financial management:

**FIXED RATE (CLOSED END):** A program that offers a FIXED interest rate and maturity as follows:

**Home Equity Second Mortgage Rates/Repayment Term**

6.24%	1 to 5 years/maturity
6.74%	6 to 7 years/maturity
6.99%	8 to 10 years/maturity
7.24%	11 to 15 years/maturity

**VARIABLE RATE (OPEN END):** A program that will OPEN a line of credit for your personal use. Once approved, you can borrow any amount (up to your approved credit limit and term) at any time.

Your Annual Percentage Rate (APR) is based on an index, and Fico scores. The Wall Street Journal Prime Rate is used. Information about the index is published in the Money Rates Column of the Wall Street Journal

The APR on your account may change monthly to reflect any increase or decrease in the index.

Your APR will never increase more than a rate of 18% APR.

\*\*Rates are subject to change without notice

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[www.illiana.org](http://www.illiana.org)

# Second Mortgage or Home Improvement Loan Application

TYPE LOAN APPLIED FOR	<input checked="" type="checkbox"/> Conventional	Amount \$ _____	Interest Rate <input type="checkbox"/> Simple Int. <input type="checkbox"/> Add-on		No. of mos.	Monthly payment Principal & Interest	Property type						
	<input checked="" type="checkbox"/> Secured <input type="checkbox"/> Unsecured		<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> 2-4 Family Dwelling	<input type="checkbox"/> Condo <input type="checkbox"/> PUD <input type="checkbox"/> Other									
Address of property to be improved			Date purchased		Cash down payment		Purchase price		Present value of home				
Title in name of			Address of title holder			Mortgage Type: Is your present first mortgage a conventional graduated payment mortgage or an FHA 245 mortgage loan? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach payment schedule							
Yr. house built	No. of rooms	No. of bedrooms	No. of baths	Family room or den <input type="checkbox"/> Yes <input type="checkbox"/> No		Gross living area sq. ft.		Garage/Carport (Specify type & no.)		Central air <input type="checkbox"/> Yes <input type="checkbox"/> No			
If this is a new residential structure, has it been completed and occupied for 90 days or longer? <input type="checkbox"/> Yes <input type="checkbox"/> No													
<b>Improvements Planned (copied estimate or itemized cost breakdown must be attached)</b>							<b>Type of Improvement</b>						
							<input type="checkbox"/> Property Improvement <input type="checkbox"/> Rehabilitation/Modernization <input type="checkbox"/> Additions <input type="checkbox"/> Energy Conservation <input type="checkbox"/> Solar Installation						
The Co-Borrower Section and all other Co-Borrower questions must be completed and the appropriate box(es) checked if <input type="checkbox"/> another person will be jointly obligated with the Borrower on the loan, or <input type="checkbox"/> the Borrower is relying on income from alimony, child support or separate maintenance or on the income or assets of another person as a basis for repayment of the loan, or <input type="checkbox"/> the Borrower is married and resides, or the property is located in a community property state.													
<b>Borrower</b>						<b>Co-Borrower</b>							
Name			DOB			Name			DOB				
Present Address (if different from above) No. Years _____ <input type="checkbox"/> Own <input type="checkbox"/> Rent						Present Address (if different from above) No. Years _____ <input type="checkbox"/> Own <input type="checkbox"/> Rent							
Mailing Address, if different from Present Address						Mailing Address, if different from Present Address							
Former address if less than 2 years at present address						Former address if less than 2 years at present address							
Years at former address <input type="checkbox"/> Own <input type="checkbox"/> Rent						Years at former address <input type="checkbox"/> Own <input type="checkbox"/> Rent							
Complete for Secured Loans Only			Dep. other than listed by Co-Borrower			Complete for Secured Loans Only			Dep. other than listed by Borrower				
<input type="checkbox"/> Married <input type="checkbox"/> Separated			No. _____ Ages _____			<input type="checkbox"/> Married <input type="checkbox"/> Separated			No. _____ Ages _____				
<input type="checkbox"/> Unmarried (incl. single, divorced, widowed)						<input type="checkbox"/> Unmarried (incl. single, divorced, widowed)							
Name and Address of Employer			Years employed in this line of work or profession? _____ Years Years on this job _____ <input type="checkbox"/> Self Employed			Name and Address of Employer			Years employed in this line of work or profession? _____ Years Years on this job _____ <input type="checkbox"/> Self Employed				
Position/Title			Type of Business			Position/Title			Type of Business				
Social Security Number		Home Phone		Business Phone		Social Security Number		Home Phone		Business Phone			
Name & Address of nearest relative not living with you			Relationship		Home Phone		Name & Address of nearest relative not living with you			Relationship		Home Phone	
<b>Gross Monthly Income</b>				<b>Bank</b>				<b>Account No.</b>		<b>Name &amp; Address of Depository</b>			
Item		Borrower		Co-Borrower		Total		Checking					
Empl. Income		\$ _____		\$ _____		\$ _____		<input type="checkbox"/> Yes <input type="checkbox"/> No					
Other † (Before completing, see notice under Describe Other Income below.)								Savings					
Total		\$ _____		\$ _____		\$ _____		<input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Describe Other Income</b>													
B - Borrower			NOTICE: † Alimony, child support, or separate maintenance income need not be revealed if the Borrower or Co-Borrower does not choose to have it considered as a basis for repaying this loan.								Monthly Amount		
											\$ _____		
											\$ _____		
<b>If Employed In Current Position For Less Than Two Years, Complete the Following</b>													
B/C	Previous Employer/School			City/State		Type of Business		Position/Title		Dates From/To		Monthly Income	
												\$ _____	

**These Questions Apply To Both Borrower and Co-Borrower**

If a "yes" answer is given to a question in this column, please explain on an attached sheet. Are there any outstanding judgments against you? _____ Have you been declared bankrupt within the past 7 years? _____ Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years? _____ Are you a party to a law suit? _____ Are you obligated to pay alimony, child support, or separate maintenance? _____	Borrower Yes or No _____ _____ _____ _____ _____ _____	Co-Borrower Yes or No _____ _____ _____ _____ _____ _____	Are you a co-maker or endorser on a note? _____ Do you have any past due obligations owed to or insured by any agency of the federal government? _____ Are you a U.S. citizen? _____ If "no," are you a resident alien? _____ If "no," are you a non-resident alien? _____	Borrower Yes or No _____ _____ _____ _____ _____ _____	Co-Borrower Yes or No _____ _____ _____ _____ _____ _____
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**DEBTS:** List all fixed obligations and installment accounts (if more space is needed list on attached sheets.) If no outstanding debt, list three previous credit references.

	B-Borrower C-Co-Borrower	Creditor's Name and Address	Account No.	Date Incurred	Original Amount	Present Balance	Monthly Payment	Amount Past Due
					\$	\$	\$	\$
<b>Real Estate</b>	Lien Holder: _____		Year and Make _____					
	Lien Holder: _____		Year and Make _____					
	Name & Address of First Lien Holder of Security Property _____							
	Name & Address of Subordinate Lien Holder(s) of Security Property _____							
	List Debts On Other Real Estate Owned _____							

List any additional names under which credit has previously been received:	If not included in monthly mortgage payment enter the following: Monthly payment for Tax and Insurance → _____ Monthly payment for Home Owner Association dues → _____ Total Monthly Obligations → _____
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**IMPORTANT - APPLICANT READ BEFORE SIGNING**

I/We apply for the loan indicated in this application which may be secured by a mortgage or deed of trust on the property described herein and represent that the property will not be used for any illegal or restricted purpose, and that all statements made in this application are true and are made for the purpose of obtaining the loan. Verification may be obtained from any source named in this application. The original or a copy of this application will be retained by the lender, even if the loan is not granted. I/We hereby consent to and authorize the lender, after the giving of reasonable notice, to enter the improved property for the sole purpose of determining that the improvements specified in this application have been completed.

**I/WE UNDERSTAND THAT THE SELECTION OF A CONTRACTOR OR DEALER, ACCEPTANCE OF MATERIAL USED AND WORK PERFORMED IS MY/OUR RESPONSIBILITY. THE LENDER DOES NOT GUARANTEE THE MATERIAL OR WORKMANSHIP.**

I/We:  do or  do not intend to occupy the property as my/our primary residence.

I/We understand that it may be a federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of the United States Criminal Code.

_____ Date _____	_____ Date _____
Borrower's Signature	Co-Borrower's Signature

**INFORMATION FOR GOVERNMENT MONITORING PURPOSES**

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. (Lender must review the above material to assure that the disclosures satisfy all requirements to which the lender is subject under applicable state law for the particular type of loan applied for.)

<b>BORROWER</b> <input type="checkbox"/> I do not wish to furnish this information.	<b>CO-BORROWER</b> <input type="checkbox"/> I do not wish to furnish this information.
<b>Ethnicity:</b> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	<b>Ethnicity:</b> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
<b>Race:</b> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	<b>Race:</b> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
<b>Sex:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male	<b>Sex:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male

**To be Completed by Loan Originator:**  
 This information was provided:  In a face-to-face interview  By the applicant and submitted by fax or mail  
 In a telephone interview  By the applicant and submitted via e-mail or the Internet

Loan Originator's Signature _____	Date _____
Loan Originator's Name (print or type) _____ Loan Originator Identifier _____ Loan Originator's Phone Number (including area code) _____	
Loan Origination Company's Name _____ Loan Origination Company Identifier _____ Loan Origination Company's Address _____	



In order to assist the Credit Union in processing your Home Equity-Second Mortgage loan request, please supply the following documents and information contained in this list.

\_\_\_ **FIRST MORTGAGE STATEMENT LISTING THE MOST CURRENT BALANCE**

\_\_\_ **COPY OF PRIOR 30 DAYS EMPLOYER PAY STUBS.** Stubs for borrower and co-borrower if both are employed. If you are self-employed we need the last 2 years personal and business tax returns. If retired – proof of Pension and/or Social Security amounts. E.G. direct deposit statements

\_\_\_ **COPY OF TRUST AGREEMENT, IF APPLICABLE.**

\_\_\_ **CONDO OR TOWNHOUSE – PROOF ASSOCIATION FEES ARE CURRENT**

\_\_\_ **COPY OF HOMEOWNERS INSURANCE POLICY**

Company \_\_\_\_\_  
Policy No. \_\_\_\_\_  
Agent \_\_\_\_\_  
Telephone \_\_\_\_\_

\_\_\_ **PROPERTY ID NUMBER** \_\_\_\_\_

\_\_\_ **SIGNED AGREEMENT TO PAY FEES:**

I, \_\_\_\_\_ do hereby authorize and instruct Illiana Financial Credit Union to begin processing my Home Equity – Second Mortgage Loan Application on preliminary approval on the property located at:

\_\_\_\_\_  
\_\_\_\_\_

**Product fees:**

- **Application Fee: \$150.00 due upfront, non-refundable**
- **Appraisal Fee: Due upfront, non-refundable**
  - \* Up to \$500 for Single Family Residence
  - \* Up to \$600 for Multiunit Properties
  - \* Additional cost may apply
- **Document Preparation Fee: \$100 due at closing**

**AGREED TO:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

## Demographic Information Addendum.

This section asks about your ethnicity, sex, and race.

### Demographic Information of Borrower

**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, sex, and race) 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. **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, sex, and race 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.

**Instructions:** You may select one or more "Hispanic or Latino" origins and one or more designations for "Race." If you do not wish to provide some or all of this information, select the applicable check box.

#### Ethnicity

- Hispanic or Latino  
 Mexican    Puerto Rican    Cuban  
 Other Hispanic or Latino – *Enter origin:* \_\_\_\_\_

*Examples: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, etc.*

- Not Hispanic or Latino  
 I do not wish to provide this information

#### Sex

- Female  
 Male  
 I do not wish to provide this information

#### Race

- American Indian or Alaska Native – *Enter name of enrolled or principal tribe:* \_\_\_\_\_  
 Asian  
 Asian Indian    Chinese    Filipino  
 Japanese    Korean    Vietnamese  
 Other Asian – *Enter race:* \_\_\_\_\_  
*Examples: Hmong, Laotian, Thai, Pakistani, Cambodian, etc.*

- Black or African American  
 Native Hawaiian or Other Pacific Islander  
 Native Hawaiian    Guamanian or Chamorro    Samoan  
 Other Pacific Islander – *Enter race:* \_\_\_\_\_

*Examples: Fijian, Tongan, etc.*

- White  
 I do not wish to provide this information

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

- Was the ethnicity of the Borrower collected on the basis of visual observation or surname?    NO    YES  
Was the sex of the Borrower collected on the basis of visual observation or surname?    NO    YES  
Was the race of the Borrower collected on the basis of visual observation or surname?    NO    YES

#### The Demographic Information was provided through:

- Face-to-Face Interview (includes Electronic Media w/ Video Component)    Telephone Interview    Fax or Mail    Email or Internet

#### Borrower Name: \_\_\_\_\_



*Illiana Financial Credit Union*

**FEE ITEMIZATION**

I/We agree to pay for an appraisal at the time of pre-qualification to be used to purchase an appraisal of the property being financed or purchased. If the loan is cancelled or if the value of the property is not sufficient, any unused portion funds will not be refunded.

The amount of the fees to be collected:

- \* Up to \$500 for Single Family Residence
- \* Up to \$600 for Multiunit Properties
- \* Additional cost may apply

Appraisal	\$ _____
Total	\$ _____

Borrower	Date	Borrower	Date
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\_\_\_\_\_  
Interviewer's Signature



## **Borrower's Certification and Authorization**

### **CERTIFICATION**

The Undersigned certify the following:

1. I/We have applied for a mortgage loan from Illiana Financial Credit Union. In applying for the loan, I/We completed a loan application containing various information on the purpose of the loan, the amount and source of the down payment, employment and income information, and the assets and liabilities. I/We certify that all of the information is true and complete. I/We made no misrepresentations in the loan application or other documents, nor did I/We omit any pertinent information.
2. I/We understand and agree that Illiana Financial Credit Union reserves the right to change the mortgage loan review processes to a full documentation program. This may include verifying the information provided on the application with the employer and/or financial institution.
3. I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both to knowingly make any false statements when applying for this mortgage, as applicable under the provisions of Title 18, United States Code, Section 1014.

### **AUTHORIZATION TO RELEASE INFORMATION**

To Whom It May Concern:

1. I/We have applied for a mortgage loan from Illiana Financial Credit Union. As part of the application process, Illiana Financial Credit Union and the mortgage guaranty insurer (if any), may verify information contained in my/our loan application and in other documents required in connection with the loan, either before the loan is closed or as part of its quality control program.
2. I/authorize you to provide to Illiana Financial Credit Union and to any investor to whom Illiana Financial Credit Union may sell my mortgage, any and all information and documentation that they request. Such information includes, but is not limited to, employment history and income; bank, money market and similar account balances; credit history; and copies of income tax returns.
3. Illiana Financial Credit Union or any investor that purchases the mortgage may address this authorization to any party named in the loan application.
4. A copy of this authorization may be accepted as an original.

\_\_\_\_\_  
Borrowers Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Borrowers Signature

\_\_\_\_\_  
Date