

## PLEASE SIGN AND RETURN

Date: \_\_\_\_\_

To: Academic Federal Credit Union

From: \_\_\_\_\_

Re: HELOC Documents

**This will confirm that I am in receipt of:**

- 1) A Home Equity Line of Credit Application
- 2) Verification forms for my Mortgage and Employment
- 3) "What you should know about Home Equity Lines of Credit" brochure
- 4) The Home Equity Early Disclosure

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Signature and Date

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Signature and Date

# Home Equity Plan Checklist

Ask your lender to help fill out this checklist.

## Basic Features

- Fixed annual percentage rate
- Variable annual percentage rate
  - Index used and current value
  - Amount of margin
  - Frequency of rate adjustments
  - Amount/length of discount (if any)
  - Interest rate cap and floor

	Plan A	Plan B
	%	%
	%	%
	%	%

## Length of plan

- Draw period
- Repayment period


## Initial fees

- Appraisal fee
- Application fee
- Up-front charges, including points
- Closing costs


## Repayment Terms

### During the draw period

- Interest and principal payments
- Interest-only payments
- Fully amortizing payments

	Plan A	Plan B

### When the draw period ends

- Balloon payment?
- Renewal available?
- Refinancing of balance by lender?


## HOME EQUITY EARLY DISCLOSURE IMPORTANT TERMS OF OUR HOME EQUITY LINE OF CREDIT PLAN

This disclosure contains important information about our Home Equity Line of Credit Plan. You should read it carefully and keep a copy for your records.

**AVAILABILITY OF TERMS:** All of the terms described below are subject to change. If these terms change (other than the annual percentage rate) and you decide, as a result, not to enter into an agreement with us, you are entitled to a refund of any fees that you pay to us or anyone else in connection with your application.

**SECURITY INTEREST:** We will take a security interest in your home. You could lose your home if you do not meet the obligations in your agreement with us.

**POSSIBLE ACTIONS:** We can terminate your line, require you to pay us the entire outstanding balance in one payment, and charge you certain fees, if (1) you engage in fraud or material misrepresentation in connection with the plan; (2) you do not meet the repayment terms of this plan, or (3) your action or inaction adversely affects the collateral or our rights in the collateral.

We can refuse to make additional extensions of credit or reduce your credit limit if (1) any reasons mentioned above exist; (2) the value of the dwelling securing the line declines significantly below its appraised value for purposes of the line; (3) we reasonably believe that you will not be able to meet the repayment requirements due to a material change in your financial circumstances; (4) you are in default of a material obligation of the agreement; (5) government action prevents us from imposing the annual percentage rate provided for in the agreement; (6) the priority of our security interest is adversely affected by government action to the extent that the value of the security interest is less than 120 percent of the credit line; (7) a regulatory agency has notified us that continued advances would constitute an unsafe and unsound business practice, or (8) the maximum annual percentage rate is reached.

### MINIMUM PAYMENT REQUIREMENTS:

We offer two plan options (Plan A and Plan B) for your Home Equity Line of Credit Plan. Both plans are described below. Terms of the plans are the same unless otherwise indicated.

**PLAN A:** You can obtain credit advances for 5 years. This period is called the "draw period." At our option, we may renew or extend the draw period. After the draw period ends the repayment period will begin. The length of the repayment period will depend on the balance at the time of the last advance you obtain before the draw period ends. You will be required to make monthly payments during both the draw and repayment periods. At the time you obtain a credit advance a payoff period of 240 monthly payments will be used to calculate your payment.

The payoff period will always be the shorter of the payoff period for your outstanding balance or the time remaining to the maturity date. Your payment will be set to repay the balance after the advance, at the current annual percentage rate, within the payoff period. Your payment will remain the same unless you obtain another credit advance. Your payment may also change if the annual percentage rate increases or decreases. Each time the annual percentage rate changes, we will adjust your payment to repay the balance within the original payoff period. Your payment will include any amounts past due and any amount by which you have exceeded your credit limit, and all other charges. Your payment will never be less than the smaller of \$50.00, or the full amount that you owe.

**PLAN B:** You can obtain credit advances for 5 years. This period is called the "draw period." At our option, we may renew or extend the draw period. After the draw period ends the repayment period will begin. The length of the repayment period will be 20 years. You will be required to make monthly payments during both the draw and repayment periods.

During the draw period your monthly payment will equal the finance charges (interest) that accrued on the outstanding balance during the preceding month. If the interest rate increases, you will be required to make a higher monthly payment. After the draw period ends, the repayment period will begin. At the beginning of the repayment period we will recalculate your payment to repay the balance at the current annual percentage rate over 15 years. Your payment may change if the annual percentage rate increases or decreases. Each time the annual percentage rate changes, we will adjust your payment to repay the balance within the time remaining to maturity. During both the draw and repayment periods, your payment will include any amounts past due and any amount by which you have exceeded your credit limit and all other charges, and your payment will never be less than the smaller of \$50.00, or the full amount that you owe.

### MINIMUM PAYMENT EXAMPLE:

**PLAN A:** If you made only the minimum monthly payment and took no other credit advances it would take 20 years to pay off a credit advance of \$10,000 at an **ANNUAL PERCENTAGE RATE** of 4.75%. During that period, you would make 239 payments of \$64.64 and one (1) final payment of \$61.83.

**PLAN B:** If you made only the minimum monthly payment and took no other credit advances it would take 20 years to pay off a credit advance of \$10,000 at an **ANNUAL PERCENTAGE RATE** of 4.75%. During that period, you would make 60 payments of \$36.44 to \$40.34, followed by 179 payments of \$77.80 and one (1) final payment of \$76.24.

### FEES AND CHARGES:

In order to open, use and maintain a line of credit plan, you must pay the following fees to us:

Application Fee: \$500.00 (Due at application)

You must pay certain fees to third parties to open the plan. These fees generally total between \$100.00 and \$1,500.00. If you ask, we will provide you with an itemization of the fees you will have to pay third parties.

**PROPERTY INSURANCE:** You must carry insurance on the property that secures this plan. If the property is located in a Special Flood Hazard Area we will require you to obtain flood insurance if it is available.

The following notice is required by New York law. You are required to obtain property insurance on the property that is security for your mortgage loan. We cannot require you to obtain an insurance policy in excess of the replacement cost of the improvements on the property securing the loan.

**REFUNDABILITY OF FEES:** If you decide not to enter into this plan within three business days of receiving this disclosure and the home equity brochure, you are entitled to a refund of any fee you may have already paid.

**TRANSACTION REQUIREMENTS:** The minimum credit advance that you can receive is \$500.00 for the first advance and \$500.00 for each subsequent advance.

**TAX DEDUCTIBILITY:** You should consult a tax advisor regarding the deductibility of interest and charges for the plan.

**VARIABLE RATE FEATURE:** This plan has a variable rate feature and the annual percentage rate (corresponding to the periodic rate) and the minimum payment may change as a result. The annual percentage rate includes only interest and no other costs.



The annual percentage rate is based on the value of an index. The index is the Prime Rate published in the Money Rates column of the Wall Street Journal. When a range of rates has been published the highest rate will be used. We will use the most recent index value available to us as of 15 days before the date of any annual percentage rate adjustment.

To determine the annual percentage rate that will apply to your account, we add a margin to the value of the Index. Ask us for the current index value, margin and annual percentage rate. After you open a plan, rate information will be provided on periodic statements that we send you.

**RATE CHANGES:** The annual percentage rate can change semi-annually on the first day of January and July. The rate cannot increase or decrease more than 3 percentage points at each adjustment. The maximum **ANNUAL PERCENTAGE RATE** that can apply is 18% or the maximum permitted by law, whichever is less. However, under no circumstances will your **ANNUAL PERCENTAGE RATE** go below 3% at any time during the term of the plan.

**MAXIMUM RATE AND PAYMENT EXAMPLES:**

**PLAN A:** If you had an outstanding balance of \$10,000, the minimum payment at the maximum **ANNUAL PERCENTAGE RATE** of 18% would be \$154.36. This annual percentage rate could be reached at the time of the 25<sup>th</sup> payment.

**PLAN B:** If you had an outstanding balance of \$10,000 during the draw period, the minimum payment at the maximum **ANNUAL PERCENTAGE RATE** of 18% would be \$152.88. This annual percentage rate could be reached at the time of the 25<sup>th</sup> payment during the draw period.

**PLAN B:** If you had an outstanding balance of \$10,000 during the repayment period, the minimum payment at the maximum **ANNUAL PERCENTAGE RATE** of 18% would be \$161.06. This annual percentage rate could be reached at the time of the 25<sup>th</sup> payment during the repayment period.

**HISTORICAL EXAMPLE:** The following table shows how the annual percentage rate and the minimum payments for a single \$10,000 credit advance would have changed based on changes in the index over the past 15 years. The index values are from the last business day of January of each year. While only one payment per year is shown, payments may have varied during each year.

The table assumes that no additional credit advances were taken, that only the minimum payments were made, and that the rate remained constant during each year. It does not necessarily indicate how the index or your payments will change in the future.

**WALL STREET JOURNAL PRIME RATE INDEX TABLE**

Year (as of the last business day of January)	Index (Percent)	Margin <sup>(1)</sup> (Percent)	ANNUAL PERCENTAGE RATE	PLAN A	PLAN B
				Monthly Payment (Dollars)	Monthly Payment (Dollars)
1996	8.500	1.50	10.000	96.54	84.93
1997	8.250	1.50	9.750	94.94	82.81
1998	8.500	1.50	10.000	96.48	84.93
1999	7.750	1.50	9.250	92.05	78.56
2000	8.500	1.50	10.000	96.30	84.93
2001	9.000	1.50	10.500	99.06	110.54
2002	4.750	1.50	6.250	77.85	86.87
2003	4.250	1.50	5.750	75.66	84.43
2004	4.000	1.50	5.500	74.65	83.31
2005	5.250	1.50	6.750	79.38	88.59
2006	7.500	1.50	9.000	87.57	97.73
2007	8.250	1.50	9.750	90.16	100.62
2008	6.000	1.50	7.500	83.22	92.88
2009	3.250	1.50	4.750	76.06	84.88
2010	3.250	1.50	4.750	76.06	84.88

<sup>(1)</sup> This is a margin we have used recently; your margin may be different.

## 1 NOTE AND COMPLETE

Married Applicants may apply for a separate account. Check the appropriate box to indicate Individual Credit or Joint Credit.

**NOTICE TO OHIO APPLICANTS:** The Ohio laws against discrimination require that all creditors make credit equally available to all credit worthy customers, and that credit reporting agencies maintain separate credit histories on each individual upon request. The Ohio Civil Rights Commission administers compliance with this law.

- Individual Credit:** Complete **Applicant** section. Complete **Co-Applicant, Spouse** (referred to as "Other") section:  
 (1) about your spouse if you live in a community property state (AZ, CA, ID, LA, NM, NV, TX, WA, WI), or (2) if your spouse will use the Account. Please check box to indicate whom the information is about.
- Joint Credit:** Each Applicant must **individually** complete the appropriate section below. If Co-Borrower is spouse of the Applicant, mark the Co-Applicant box.

**Amount Requested \$** \_\_\_\_\_ **Purpose:** \_\_\_\_\_

**Repayment:**  Payroll Deduction  Cash  Automatic Payment  Military Allotment  \_\_\_\_\_

## STATEMENT OF INTENT

Are you interested in having your loan protected?  Yes  No  
 If you answer "Yes," then the credit union will disclose the costs of this voluntary payment protection to you. A separate election which discloses the terms and conditions must be signed for protection to be effective.

## 2 APPLICANT INFORMATION

### APPLICANT

Please print in ink or type.

NAME (Last - First - Initial) \_\_\_\_\_

DRIVER'S LICENSE NUMBER/STATE \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

BIRTH DATE \_\_\_\_\_ HOME PHONE \_\_\_\_\_ BUSINESS PHONE/EXT. \_\_\_\_\_

PRESENT ADDRESS (Street - City - State - Zip) \_\_\_\_\_  OWN  RENT  
 ..... YEARS AT THIS ADDRESS

PREVIOUS ADDRESS (Street - City - State - Zip) \_\_\_\_\_  OWN  RENT  
 ..... YEARS AT THIS ADDRESS

COMPLETE FOR JOINT CREDIT, SECURED CREDIT OR IF YOU LIVE IN A COMMUNITY PROPERTY STATE:  
 MARRIED  SEPARATED  UNMARRIED (Single - Divorced - Widowed)

LIST AGES OF DEPENDENTS NOT LISTED BY OTHER APPLICANT  
 (Exclude Self)

### CO-APPLICANT SPOUSE

Use "SAA" if information is "Same As Applicant".

NAME (Last - First - Initial) \_\_\_\_\_

DRIVER'S LICENSE NUMBER/STATE \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

BIRTH DATE \_\_\_\_\_ HOME PHONE \_\_\_\_\_ BUSINESS PHONE/EXT. \_\_\_\_\_

PRESENT ADDRESS (Street - City - State - Zip) \_\_\_\_\_  OWN  RENT  
 ..... YEARS AT THIS ADDRESS

PREVIOUS ADDRESS (Street - City - State - Zip) \_\_\_\_\_  OWN  RENT  
 ..... YEARS AT THIS ADDRESS

COMPLETE FOR JOINT CREDIT, SECURED CREDIT OR IF YOU LIVE IN A COMMUNITY PROPERTY STATE:  
 MARRIED  SEPARATED  UNMARRIED (Single - Divorced - Widowed)

LIST AGES OF DEPENDENTS NOT LISTED BY APPLICANT  
 (Exclude Self)

## 3 EMPLOYMENT INFORMATION

NAME AND ADDRESS OF EMPLOYER  
 .....

YOUR TITLE/GRADE \_\_\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

START DATE \_\_\_\_\_ HOURS AT WORK \_\_\_\_\_ IF SELF EMPLOYED, TYPE OF BUSINESS \_\_\_\_\_

IF EMPLOYED IN CURRENT POSITION LESS THAN FIVE YEARS, COMPLETE PREVIOUS EMPLOYER NAME AND ADDRESS \_\_\_\_\_ STARTING DATE \_\_\_\_\_  
 ..... ENDING DATE \_\_\_\_\_

IS DUTY STATION TRANSFER EXPECTED DURING NEXT YEAR  YES  NO  
 WHERE \_\_\_\_\_ ENDING/SEPARATION DATE \_\_\_\_\_

NAME AND ADDRESS OF EMPLOYER  
 .....

YOUR TITLE/GRADE \_\_\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

START DATE \_\_\_\_\_ HOURS AT WORK \_\_\_\_\_ IF SELF EMPLOYED, TYPE OF BUSINESS \_\_\_\_\_

IF EMPLOYED IN CURRENT POSITION LESS THAN FIVE YEARS, COMPLETE PREVIOUS EMPLOYER NAME AND ADDRESS \_\_\_\_\_ STARTING DATE \_\_\_\_\_  
 ..... ENDING DATE \_\_\_\_\_

IS DUTY STATION TRANSFER EXPECTED DURING NEXT YEAR  YES  NO  
 WHERE \_\_\_\_\_ ENDING/SEPARATION DATE \_\_\_\_\_

MILITARY

## 4 INCOME INFORMATION

**NOTICE:** Alimony, child support, or separate maintenance income need not be revealed if you do not choose to have it considered.

EMPLOYMENT INCOME \_\_\_\_\_ OTHER INCOME \_\_\_\_\_  
 \$ PER \$ PER  
 NET  GROSS SOURCE PER

**NOTICE:** Alimony, child support, or separate maintenance income need not be revealed if you do not choose to have it considered.

EMPLOYMENT INCOME \_\_\_\_\_ OTHER INCOME \_\_\_\_\_  
 \$ PER \$ PER  
 NET  GROSS SOURCE PER

## 5 REFERENCES

Please include Street, City, State and Zip.

NAME AND ADDRESS OF NEAREST RELATIVE NOT LIVING WITH YOU \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
 ..... HOME PHONE \_\_\_\_\_

NAME AND ADDRESS OF PERSONAL FRIEND -NOT A RELATIVE \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
 .....

NAME AND ADDRESS OF NEAREST RELATIVE NOT LIVING WITH YOU \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
 ..... HOME PHONE \_\_\_\_\_

NAME AND ADDRESS OF PERSONAL FRIEND -NOT A RELATIVE \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
 .....

**APPLICANT**

**OTHER (CO-APPLICANT, SPOUSE)**

**6A ASSETS/ PROPERTY**  
Check box for Applicant/Other. List all assets and account number(s)— Attach other sheets if necessary.

SHARE DRAFT OR CHECKING AMOUNT \$	NAME AND ADDRESS OF DEPOSITORY	SHARE DRAFT OR CHECKING AMOUNT \$	NAME AND ADDRESS OF DEPOSITORY
SAVINGS AMOUNT \$	NAME AND ADDRESS OF DEPOSITORY	SAVINGS AMOUNT \$	NAME AND ADDRESS OF DEPOSITORY

APPLICANT	LIST HOME AND ALL OTHER ITEMS YOU OWN AND LOCATION OF PROPERTY <small>For Example: Auto, Boat, Stocks, Bonds, Cash, Household Goods, Real Estate, etc.</small>	MARKET VALUE	PLEGGED AS COLLATERAL FOR ANOTHER LOAN		
<input checked="" type="checkbox"/> OTHER				YES	NO
	HOME*	\$		YES	NO
		\$		YES	NO
		\$		YES	NO

**6B\***  
This section must be completed for the property which will be given as security, if applicable.

LIST EVERY LIEN AGAINST YOUR HOME	
<small>A lien is a legal claim filed against property as security for payment of a debt. Liens include mortgages, deeds of trust, land contracts, judgments and past due taxes.</small>	
FIRST MORTGAGE HELD BY	OTHER LIENS (Describe)
PRESENT BALANCE \$	
IS THE PROPERTY DESCRIBED IN THIS SECTION: YOUR PRINCIPAL DWELLING? <input type="checkbox"/> YES <input type="checkbox"/> NO	
LISTED AS THE APPLICANT'S ADDRESS IN THE "APPLICANT INFORMATION" SECTION? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IS ANYONE OTHER THAN YOUR SPOUSE A PART OWNER OF YOUR HOME? <input type="checkbox"/> YES <input type="checkbox"/> NO	

**7 DEBTS**  
In addition to Rent / Mortgage list all other debts (for example, auto loans, credit cards, second mortgage, home assoc. dues, alimony, child support, child care, medical, utilities, auto insurance, IRS liabilities, etc.) Please use a separate line for each credit card and auto loan. Attach other sheets if necessary.

APPLICANT	CREDITOR NAME AND ADDRESS	ACCOUNT NUMBER	ORIGINAL BALANCE	PRESENT BALANCE	MONTHLY PAYMENT	IF PAST DUE <input checked="" type="checkbox"/>
<input type="checkbox"/> RENT <input type="checkbox"/> MORTGAGE (Incl. Tax & Ins.)			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
LIST ANY NAMES UNDER WHICH YOUR CREDIT REFERENCES AND CREDIT HISTORY CAN BE CHECKED						
<b>TOTALS</b>			\$	\$	\$	

**8 FINANCIAL INFORMATION**  
These questions apply to both Applicant and Other.

IF A "YES" ANSWER IS GIVEN TO A QUESTION, EXPLAIN ON AN ATTACHED SHEET	<b>APPLICANT</b>		<b>OTHER</b>	
DO YOU HAVE ANY OUTSTANDING JUDGMENTS?	YES	NO	YES	NO
HAVE YOU EVER FILED FOR BANKRUPTCY OR HAD A DEBT ADJUSTMENT PLAN CONFIRMED UNDER CHAPTER 13?				
HAVE YOU HAD PROPERTY FORECLOSED UPON OR GIVEN A DEED IN LIEU OF FORECLOSURE IN THE LAST 7 YEARS?				
ARE YOU A PARTY IN A LAWSUIT?				
ARE YOU OTHER THAN A U.S. CITIZEN OR PERMANENT RESIDENT ALIEN?				
IS YOUR INCOME LIKELY TO DECLINE IN THE NEXT TWO YEARS?				
ARE YOU A CO-MAKER, CO-SIGNER OR GUARANTOR ON ANY LOAN NOT LISTED ABOVE?				
FOR WHOM (Name of Others Obligated on Loan):	TO WHOM (Name of Creditor):			

**9 SIGNATURES**

You promise that everything you have stated in this application is correct to the best of your knowledge and that the above information is a complete listing of all your debts and obligations. You authorize the credit union to obtain credit reports in connection with this application for credit and for any update, renewal or extension of the credit received. If you request, the credit union will tell you the name and address of any credit bureau from which it received a credit report on you. You understand that it is a federal crime to willfully and deliberately provide incomplete or incorrect information on loan applications made to Federal Credit Unions or State Chartered Credit Unions insured by NCUA. If there are any important changes, you will notify us in writing immediately. You also agree to notify us of any change in your name, address or employment within a reasonable time thereafter.

**X** \_\_\_\_\_ **X** \_\_\_\_\_  
APPLICANT'S SIGNATURE DATE OTHER SIGNATURE DATE

**10 CREDIT UNION INFORMATION**  
Do not write in this section— for credit union use only. Check applicable box(es).

LOAN OFFICER      ADVANCE APPROVED:  YES  NO       COUNTER OFFER WILL BE MADE, IF ACCEPTED, ADVANCE APPROVED

CREDIT COMMITTEE OR OTHER      OUTSIDE INFORMATION CONSIDERED:  YES  NO      IF YES, ATTACH ADDITIONAL SHEET AND DESCRIBE

REFERRED TO/ REASON(S) FOR REFERRAL: \_\_\_\_\_ \$ \_\_\_\_\_ APPROVED LIMIT \_\_\_\_\_ DEBT RATIO \_\_\_\_\_

DESCRIBE COUNTER OFFER: \_\_\_\_\_

SPECIFIC REASON(S) FOR REJECTION: \_\_\_\_\_

SIGNATURES: \_\_\_\_\_ DATE \_\_\_\_\_ DATE \_\_\_\_\_

LOAN OFFICER      **X**      \_\_\_\_\_      **X**

CREDIT COMMITTEE      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      **X**      \_\_\_\_\_      **X**

ECOA NOTICE AND REASON FOR REJECTION SENT OR DELIVERED ON \_\_\_\_\_ (DATE) BY \_\_\_\_\_ (INITIALS)



# Request for Verification of Employment

**Privacy Act Notice:** This information is to be used by the agency collecting it or its assignees in determining whether you qualify as a prospective mortgagor under its program. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information, but if you do not your application for approval as a prospective mortgagor or borrower may be delayed or rejected. The information requested in this form is authorized by Title 38, USC, Chapter 37 (if VA); by 12 USC, Section 1701 et.seq. (if HUD/FHA); by 42 USC, Section 1452b (if HUD/CPD); and Title 42 USC, 1471 et.seq. or 7 USC, 1921 et.seq. (if USDA/FmHA).

**Instructions:** Lender—Complete Items 1 through 7. Have applicant complete Item 8. Forward directly to employer named in Item 1.  
 Employer—Please complete either Part II or Part III as applicable. Complete Part IV and return directly to lender named in Item 2.  
**The form is to be transmitted directly to the lender and is not to be transmitted through the applicant or any other party.**

## Part I—Request

1. To (Name and address of employer)	2. From (Name and address of lender)
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I certify that this verification has been sent directly to the employer and has not passed through the hands of the applicant or any other interested party.

3. Signature of Lender	4. Title	5. Date	6. Lender's Number (Optional)
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I have applied for a mortgage loan and stated that I am now or was formerly employed by you. My signature below authorizes verification of this information.

7. Name and Address of Applicant (include employee or badge number)	8. Signature of Applicant
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## Part II—Verification of Present Employment

9. Applicant's Date of Employment	10. Present Position	11. Probability of Continued Employment
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12A. Current Gross Base Pay (Enter Amount and Check Period)				13. For Military Personnel Only		14. If Overtime or Bonus is Applicable, is its Continuance Likely?	
<input type="checkbox"/> Annual <input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Weekly				Pay Grade		Overtime <input type="checkbox"/> Yes <input type="checkbox"/> No	
\$ _____				Type      Monthly Report		Bonus <input type="checkbox"/> Yes <input type="checkbox"/> No	
12B. Gross Earnings				Base Pay      \$ _____		15. If paid hourly—average hours per week	
Type	Year to Date	Past Year _____	Past Year _____	Rations	\$ _____		
Base Pay	Thru _____	\$ _____	\$ _____	Flight or Hazard	\$ _____		
Overtime	\$ _____	\$ _____	\$ _____	Clothing	\$ _____		
Commissions	\$ _____	\$ _____	\$ _____	Quarters	\$ _____		
Bonus	\$ _____	\$ _____	\$ _____	Pro Pay	\$ _____		
Total	\$ _____	\$ _____	\$ _____	Overseas or Combat	\$ _____		
Total				Variable Housing Allowance	\$ _____	16. Date of applicant's next pay increase	
20. Remarks (If employee was off work for any length of time, please indicate time period and reason)				17. Projected amount of next pay increase			
				18. Date of applicant's last pay increase			
				19. Amount of last pay increase			

## Part III—Verification of Previous Employment

21. Date Hired	23. Salary/Wage at Termination Per (Year) (Month) (Week)		
22. Date Terminated	Base _____	Overtime _____	Commissions _____ Bonus _____
24. Reason for Leaving	25. Position Held		

**Part IV—Authorized Signature**—Federal statutes provide severe penalties for any fraud, intentional misrepresentation, or criminal connivance or conspiracy purposed to influence the issuance of any guaranty or insurance by the VA Secretary, the U.S.D.A., FmHA/FHA Commissioner, or the HUD/CPD Assistant Secretary.

26. Signature of Employer	27. Title (Please print or type)	28. Date
29. Print or type name signed in Item 26	30. Phone No.	

# Request for Verification

## OF MORTGAGE OR DEED OF TRUST, RENTAL OR LAND CONTRACT ACCOUNT

**INSTRUCTIONS** We have received an application for a loan or loan account from the applicant listed below, to whom we understand you rent or have extended a real estate loan. Please complete Section 2 below and return to the Credit Union.

TO ..... ..... ..... ..... DATE ..... SIGNATURE OF CREDIT UNION EMPLOYEE X	FROM (Name and Address of Credit Union) ..... ..... ..... ..... CREDIT UNION FILE NUMBER (Optional) ..... CREDIT UNION EMPLOYEE TITLE .....
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### 1 INFORMATION TO BE VERIFIED

NAME AND ADDRESS OF APPLICANT(S) ..... ..... ..... PROPERTY ADDRESS ..... ..... SIGNATURE OF APPLICANT(S) X	TYPE OF ACCOUNT: <input type="checkbox"/> MORTGAGE OR DEED OF TRUST <input type="checkbox"/> RENTAL <input type="checkbox"/> LAND CONTRACT ACCOUNT IN THE NAME OF ..... ACCOUNT NUMBER ..... SIGNATURE OF APPLICANT(S) X
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### 2 TO BE COMPLETED BY LANDLORD/ CURRENT LENDER

<input type="checkbox"/> RENTAL ACCOUNT	
TENANT HAS RENTED FROM _____ TO _____ AMOUNT OF RENT \$ _____ PER _____	IS RENT IN ARREARS <input type="checkbox"/> YES <input type="checkbox"/> NO AMOUNT IN ARREARS \$ _____ PERIOD _____ NUMBER OF TIMES PAST DUE IN LAST 12 MONTHS _____ 30-59 (DAYS) _____ 60-89 (DAYS) _____ 90-119 (DAYS) _____ 120+ (DAYS)
<input type="checkbox"/> MORTGAGE OR DEED OF TRUST ACCOUNT OR <input type="checkbox"/> LAND CONTRACT	
DATE MORTGAGE OR DEED OF TRUST/LAND CONTRACT ORIGINATED ..... IS MORTGAGE OR DEED OF TRUST/LAND CONTRACT CURRENT <input type="checkbox"/> YES <input type="checkbox"/> NO MORTGAGE OR DEED OF TRUST/LAND CONTRACT AMOUNT ORIGINAL \$ _____ CURRENT \$ _____ MONTHLY PAYMENT WITH TAXES AND INSURANCE \$ _____	INTEREST RATE _____ % MORTGAGE OR DEED OF TRUST/LAND CONTRACT ASSUMABLE <input type="checkbox"/> YES <input type="checkbox"/> NO NUMBER OF TIMES PAST DUE IN LAST 12 MONTHS _____ 15-29 (DAYS) _____ 30-59 (DAYS) _____ 60-89 (DAYS) _____ 90+ (DAYS) NEXT PAYMENT DUE _____ / _____ / _____

Additional information which may be of assistance in determination of creditworthiness:

SIGNATURE OF LANDLORD/CURRENT LENDER X	
TITLE	DATE