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 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.

Second Mortgage or Home Improvement Loan Application

TYPE LOAN APPLIED FOR ▶	Amount	Interest Rate	No. of mos.	Monthly payment Principal & Interest	Property type
[x] Conventional [x] Secured [ ] Unsecured	$	[ ] Simple Int. [ ] Add-on _____ %			[ ] Single Family Dwelling [ ] Condo [ ] 2-4 Family Dwelling [ ] PUD [ ] 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?
		[ ] No [ ] Yes If yes, attach payment schedule

Yr. house built	No. of rooms	No. of bedrooms	No. of baths	Family room or den	Gross living area	Garage/Carport (Specify type & no.)	Central air
				[ ] Yes [ ] No	sq. ft.		[ ] Yes [ ] No

If this is a new residential structure, has it been completed and occupied for 90 days or longer? [ ] Yes [ ] No

Improvements Planned (copied estimate or itemized cost breakdown must be attached)	Type of Improvement
	[ ] Property Improvement [ ] Rehabilitation/Modernization [ ] Additions [ ] Energy Conservation [ ] Solar Installation

The Co-Borrower Section and all other Co-Borrower questions must be completed and the appropriate box(es) checked if [ ] another person will be jointly obligated with the Borrower on the loan, or [ ] 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 [ ] the Borrower is married and resides, or the property is located in a community property state.

Borrower		Co-Borrower	
Name	DOB	Name	DOB
Present Address (if different from above) No. Years _____ [ ] Own [ ] Rent		Present Address (if different from above) No. Years _____ [ ] Own [ ] 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 [ ] Own [ ] Rent		Years at former address [ ] Own [ ] Rent	
Complete for Secured Loans Only [ ] Married [ ] Separated [ ] Unmarried (incl. single, divorced, widowed)	Dep. other than listed by Co-Borrower No. / Ages	Complete for Secured Loans Only [ ] Married [ ] Separated [ ] Unmarried (incl. single, divorced, widowed)	Dep. other than listed by Borrower No. / Ages
Name and Address of Employer	Years employed in this line of work or profession? _____ Years Years on this job _____ [ ] Self Employed	Name and Address of Employer	Years employed in this line of work or profession? _____ Years Years on this job _____ [ ] 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

Gross Monthly Income				Bank	Account No.	Name & Address of Depository
Item	Borrower	Co-Borrower	Total	Checking		
Empl. Income	$	$	$	[ ] Yes [ ] No		
Other † (Before completing, see notice under Describe Other Income below.)				Savings		
Total	$	$	$	[ ] Yes [ ] No		

Describe Other Income

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
		$

If Employed In Current Position For Less Than Two Years, Complete the Following

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.	Borrower Yes or No	Co-Borrower Yes or No		Borrower Yes or No	Co-Borrower Yes or No
Are there any outstanding judgments against you?			Are you a co-maker or endorser on a note?		
Have you been declared bankrupt within the past 7 years?			Do you have any past due obligations owed to or insured by any agency of the federal government?		
Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years?			Are you a U.S. citizen?		
Are you a party to a law suit?			If "no," are you a resident alien?		
Are you obligated to pay alimony, child support, or separate maintenance?			If "no," are you a non-resident alien?		

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
				$	$	$	$
Auto	Lien Holder: Year and Make						
Auto	Lien Holder: Year and Make						
Real Estate	Name & Address of First Lien Holder of Security Property						
Real Estate	Name & Address of Subordinate Lien Holder(s) of Security Property						
Real Estate							
Real Estate	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 →		

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.

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

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.)

BORROWER ☐ I do not wish to furnish this information.	**CO-BORROWER** ☐ I do not wish to furnish this information.
Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino	**Ethnicity:** ☐ Hispanic or Latino ☐ Not Hispanic or Latino
Race: ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White	**Race:** ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White
Sex: ☐ Female ☐ Male	**Sex:** ☐ Female ☐ 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 X		**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**

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:_____

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

5.49%	**1 to 5 years/maturity**
5.99%	**6 to 7 years/maturity**
6.24%	**8 to 10 years/maturity**
6.49%	**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

(Main Office)
1600 Huntington Drive P.O. Box 1249
Calumet City, IL 60409-0649
(708) 891-7800 (219) 923-8600
Fax (708) 891-8745
www.illiana.org

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 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-refunable**
- **Appraisal Fee: Due upfront, non-refundable**
  - *** Up to $400 for Single Family Residence**
  - *** Up to $550 for Multiunit Properties**
  - *** Additional cost may apply**
- **Document Preparation Fee: $100 due at closing**

AGREED TO:_____ **DATED:**_____

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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 $400 for Single Family Residence
* Up to $550 for Multiunit Properties
* Additional cost may apply

Appraisal $ _____

Total $ _____

_____ _____

Borrower Date Borrower Date

_____

Interviewer's Signature

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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