Loan Application Checklist

**WE WILL NOT BEGIN PROCESSING YOUR LOAN UNTIL
WE HAVE ALL OF THE NECESSARY DOCUMENTS**

<u>For ALL Types of Loans:</u> **ALL sections must be COMPLETELY filled in!**
<u>PAY CLOSE ATTENTION TO THE FOLLOWING:</u>

- ☐ Amount Requested
- ☐ Desired Length of the Loan
- ☐ Repayment Option (Check boxes that apply)
- ☐ Check appropriate box for Proceeds of the Loan
- ☐ Be sure to include a **PERSONAL** email address
- ☐ Details of Employment
- ☐ List Name and **<u>Full Address</u>** of Nearest Relative Not Living With You
- ☐ Rent/Mortgage Payments: Enter on Page 2 of Loan Application Form
- ☐ **SIGNATURE** of all parties on the loan
- ☐ Proof of Income (Two current pay stubs, W2 or Current Year Tax Returns)
- ☐ Proof of Income is also required for Co-Signer

New or Used Vehicle Purchased from a Dealer

- ☐ Copy of the Bill of Sale from the Dealer
- ☐ Fax Bill of Sale to the Credit Union at (508) 229-1840

Used Vehicle Loan: Purchased from a Private Party

- ☐ List the Make, Model, Trim Level and VIN Number
- ☐ Include the name of the Seller who the check will be payable to
- ☐ Copy of the Bill of Sale
- ☐ List the **MILEAGE** on the vehicle
- ☐ Copy of the Title

Refinancing Your Vehicle Loan

- ☐ List the Make, Model, Trim Level and VIN Number
- ☐ Include the Name, Phone Number and Account Number of your CURRENT lender so that we can verify the payoff amount
- ☐ List the **MILEAGE** on the vehicle

Unsecured Signature Loan (*For example: Debt Consolidation, Home Repairs, etc.*)

- ☐ Check the box for the **SPECIFIC REASON** for the loan. *(If "Other", fill in the reason for the loan.)*
- ☐ For **Debt Consolidation Loans** - List the name(s) of the Creditor(s) *(i.e. credit card company)* - All loan checks will be payable to the Creditor(s).

QUESTIONS? Call us at (508) 229-1521