



# Loan Application Checklist

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

**REQUIRED DOCUMENTS:** ALL sections must be **COMPLETELY** filled in!  
**Pay Close Attention to the Following:**

- ☐ Amount Requested
- ☐ Desired Length of the Loan
- ☐ Repayment Options (Check boxes that apply)
- ☐ Check appropriate fees for Proceeds of the Loan
- ☐ Be sure to include a **PERSONAL** email address
- ☐ Details of Employment
- ☐ List Name and **Full Address** of Spouse/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 (Three current pay stubs, W-2 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 (504) 222-0125

## **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 Loans (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 Credit(s) (i.e. credit card, ~~unsecured~~ **ALL** loans: checks will be payable to the Credit(s)).

**QUESTIONS?** Call us at (504) 222-0125

