



# Loan Application Checklist

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

**For ALL Types of Loans:** ALL sections must be COMPLETELY filled in!  
**(PLEASE ATTENTION TO THE FOLLOWING)**

- Amount Requested
- Desired Length of the Loan
- Repayment Option (Choose only **ONE** option by checking the appropriate box)
- Check box for Unsecured OR Vehicle Loan under Proceeds of the Loan and ADD DESCRIPTION
- Be sure to include a **PERSONAL** email address
- Details of Employment - Fill out all sections of Employment Details
- List Name and **(PHONE NUMBER)** and Home Code of Spouse Relative Not Living with You
- Enter **ASSETS/DEBTS** including Bank Name & Balances and Rent/Mortgage Payments
- SIGNATURE(S)** of all parties on the loan
- Proof of Income (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 - Needed **BEFORE** we can process the loan
- List any **EXTRA** options on the vehicle (Used Vehicle List the Mileage)
- Fax Bill of Sale to the Credit Union at (948) 290-4747

## Used Vehicle Loan - Purchased from a Private Party

- List the Make, Model, Trim-Level and VIN Number & any extra options on the vehicle (i.e. sunroof)
- 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 & any extra options on the vehicle (i.e. sunroof)
- 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) **AND** amounts **paid** to each (i.e. credit card company). All loan checks will be payable to the Credit(s).

**QUESTIONS?** Call us at (948) 290-4747

