



# MEMBERS 1<sup>ST</sup>

## CREDIT UNION

### REAL ESTATE DOCUMENT REQUIREMENTS

MEMBER'S NAME \_\_\_\_\_

ACCT # \_\_\_\_\_ DATE \_\_\_\_\_

- Complete all areas on Loan Application – SIGN & DATE the back
- Complete the attached Data Collection Form
- SIGNATURE and SOCIAL SECURITY NUMBER required on attached Borrower's Certification & Authorization Form
- Last two paystubs dated within the last 30 days for each borrower
- Last two years federal tax returns with W-2s
- Homeownership Counseling Acknowledgement – SIGN & DATE
- Last two bank statements for all accounts, including 401k, retirements, etc.
- Current Real Estate Tax Assessment
- Current Homeowner's Insurance policy
- General Warranty Deed or current Deed of Trust with full legal description
- If consolidating, copies of all bills to be paid.
- HELOC Brochure and Disclosure need to be handed out also

**PLEASE MAKE SURE ALL NECESSARY DOCUMENTS ARE INCLUDED AND ALL FORMS, INCLUDING THE LOAN APPLICATION, HAVE BEEN SIGNED**

**FAILURE TO FOLLOW THESE INSTRUCTIONS WILL DELAY PROCESSING**