



Borrower's Checklist HELOC's

Name: _____ Member Number: _____

Thank you for choosing Denver Community Credit Union for your Home Equity Line of Credit!

A completed and signed loan application is required along with the following documentation for all HELOC (Home Equity Line of Credit) loans.

1. Copy of Valid Driver's License(s) of all borrowers to be on loan and /or deed.
2. Copy of Current Mortgage Statement
3. Copy of Original Loan Note for 1st Mortgage.
4. Copy of Homeowner's Insurance Policy.
(Condo/Townhomes are also required to provide a copy of the HOA's Insurance Policy)
5. Copy of HOA Coupon or monthly statement for verification of monthly HOA payment for all properties in an HOA (if applicable)
6. 30 Days of Recent Pay Stubs from your employer showing the year to date earnings and pay period.
7. W2, 1099 forms for the previous two years.

In addition to the above documentation, the following is required for all borrower(s) who are:

Self - Employed -

1. Two Years of Signed and Dated Copies of your Federal Tax Returns (including all applicable schedules, and or W2's for each borrower).
2. A Profit and Loss Statement for the current Year to Date that has been signed and dated by your accountant or tax preparer.

Retired or Receive Social Security or Disability -

1. Awards Letters for Social Security or Disability Income.
2. Copy of Retirement Statements to include all pages of statements for pension(s).

Child Support Income -

1. Court Ordered Child Support Documentation

Divorce and Division of Property/Assets -

1. Fully Executed Divorce Decree

Rental Income -

1. Two Years of Signed and Dated Copies of your Federal Tax Returns (including all applicable schedules)
2. Copy of rental agreement for each property.
3. Complete address, mortgage statement(s) and the amount received in rental income for each property

Discharged Bankruptcy within the past 4 years -

1. Fully Executed Bankruptcy Petition or Discharge Papers.
2. Written explanation from borrower(s) regarding reason for bankruptcy and subsequent reestablishment.

Properties with no Outstanding Mortgage (Free and Clear) -

1. Copy of Homeowners Insurance Policy.
2. Copy of Property Taxes for the Previous Two Years