

Home Equity Line of Credit Application Checklist

In order for your application to be processed all documentation must be provided at the time of submission. Failure to submit all requested documentation will result in a delay in your application review.

INFORMATION WE WILL COLLECT FOR YOUR APPLICATION:

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| <input type="checkbox"/> Personal information to include Social Security number, employment and income information | <input type="checkbox"/> Mortgage balance, payment and/or escrow |
| <input type="checkbox"/> Property information to include address and property type | <input type="checkbox"/> Line of credit amount requested |
| <input type="checkbox"/> Estimated value of your property | <input type="checkbox"/> Information about other financial obligations (<i>Examples: mortgages, student loans, car loans, credit cards</i>) |
| | <input type="checkbox"/> If applicable, Trust agreement or Life Estate agreement |

DOCUMENTATION YOU WILL NEED TO PROVIDE FOR YOUR APPLICATION TO BE CONSIDERED:

If you receive W-2 Income:

- Most recent pay stubs showing year to date earnings.
- Prior year W-2 from your employer (*all that apply*)

If you are Self-Employed:

- Most recent 2 years personal IRS tax returns including all schedules
- Most recent 2 years business IRS tax returns including all schedules for Partnership, LLC or S Corporation (*as applicable*)

If you receive Social Security,

Pension or other Retirement Income:

- Most recent Social Security award letter OR most recent 1099-SSA form
- Most recent bank statements showing deposit (All pages)
- Most recent retirement award letters and investment statements (All pages, *if applicable*)
- Copy of annuity agreement or most recent statement evidencing the payment term and payment amounts
- We may request most recent IRS tax return

If you receive Commission Income:

- Most recent pay stubs showing year to date earnings
- Most recent year 1099's or W-2's
- Most recent 2 years personal IRS tax returns including all schedules.

If you receive Rental Income or Own Properties:

- Most of recent year personal IRS tax returns including all schedules for rental properties.
- Most recent mortgage statements.
- Most recent tax bill and insurance declaration page.

DOCUMENTATION YOU WILL NEED TO PROVIDE FOR THE SUBJECT PROPERTY:

- Most recent mortgage statement
- Most recent HELOC or 2nd mortgage statement (*if applicable*)
- Copy of Homeowners Association Fees paid (*if applicable*)
- Hazard insurance is required for all home equity lines of credit. Proof of insurance includes a copy of your insurance declarations page (Showing coverages), or if you are part of a homeowners association that carries your insurance, a copy of the master policy from your homeowners association.
- If you live in a Special Flood Hazard Area, you will need to send us your policy's declarations page or a copy of the master policy from your homeowners association that shows you have adequate flood insurance coverage (*if applicable*)

ADDITIONAL INFORMATION:

You may fax documents to 508.521.2692 or drop them off at any HarborOne Branch. Visit harborone.com/resources/branch-atm-locations

For help with your new Home Equity Line of Credit Application, please call 800.244.7592

Note: Additional Documentation May Be Required.