

Home Equity Line of Credit Application & Document 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 DURING THE APPLICATION INTERVIEW:

<input type="checkbox"/> Personal information to include <ul style="list-style-type: none"> • Social Security number • Birthdate • Citizenship • Two-year Address history • Employment details for the last 2 consecutive years <ul style="list-style-type: none"> ○ Employment Start dates (and End dates for any previous employer) ○ Employer Name, Address & Phone number ○ Job title • Monthly Income information <input type="checkbox"/> Line of credit amount requested <input type="checkbox"/> The purpose of the HELOC request <input type="checkbox"/> Information about other financial obligations that may not report on your credit. <small>(Examples: Child support or alimony, Private loans or mortgages, new debt obtained within the last 60 days: student loans, car loans, credit cards)</small>	<input type="checkbox"/> Subject Property information to include <ul style="list-style-type: none"> • Legal address • Property type, unit count, usage and occupancy • Estimated Value • If applicable, balance and monthly payment amounts of any current Mortgage or Line of Credit secured by the home • Annual Real Estate Tax amount • Annual Hazard Insurance amount • If applicable, Annual Flood Insurance amount • If applicable, monthly Condo Fee amount <input type="checkbox"/> Information about other Real Estate owned <ul style="list-style-type: none"> • Property address • Property type & usage • Total expenses including, Mortgage payment and current balance, Annual Real Estate Taxes, Annual Insurance, and if applicable, Monthly Condo Fees • Monthly rental income amounts, if applicable
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SUBJECT PROPERTY DOCUMENTATION REQUIREMENTS:

<input type="checkbox"/> Most recent Mortgage statement <i>(if applicable)</i> <input type="checkbox"/> Most recent HELOC or 2 nd Mortgage statement <i>(if applicable)</i> <input type="checkbox"/> Hazard insurance, verification of insurance with a copy of your insurance declarations page (Detailing coverage), or if you are part of a homeowner's association that carries your insurance, a copy of the master policy from your homeowner's association <input type="checkbox"/> Copy of Homeowners Association Fees paid <i>(if applicable)</i> <input type="checkbox"/> If you live in a Special Flood Hazard Area, you will need to submit your Flood Policy's declaration page or a copy of the master policy from your homeowner's association that shows you have adequate flood insurance coverage <i>(if applicable)</i>	<input type="checkbox"/> If you have Solar Panels we may require: <ul style="list-style-type: none"> • A Power Purchase agreement • A recent Electricity bill • Copy of the New Loan Agreement <input type="checkbox"/> If applicable, complete copy of the Trust agreement, including all pages, amendments and schedules Note: If the subject property is held in a Trust , we will require a complete copy of the Trust to include all schedules and list of beneficiaries. A Trust review fee will apply dependent on the State governing the Trust. Trust fees run between \$120 - \$150 If the subject property is held in a Life Estate the review fee is also dependent on the State, running between \$150 - \$175
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EMPLOYMENT RELATED INCOME DOCUMENTATION REQUIREMENTS:

<p>If you receive W-2 Income:</p> <input type="checkbox"/> Most recent pay stubs identifying year to date earnings (must be dated within 30 days of application) <input type="checkbox"/> Prior year W-2 from each employer (all that apply) <p>If you receive Commission Income:</p> <input type="checkbox"/> Most recent pay stubs identifying year to date earnings (must be dated within 30 days of application) <input type="checkbox"/> Most recent year 1099's or W-2's <input type="checkbox"/> If you file with a 1099, in addition, most recent 2 years Personal Federal tax returns including all schedules	<p>If you are Self-Employed:</p> <input type="checkbox"/> For Schedule C filers: Most recent 2 years <u>Personal</u> Federal tax returns including all schedules <input type="checkbox"/> For all other filing types: Most recent 2 years <u>Personal & Business</u> Federal tax returns including all schedules and K-1's, for any Partnership, LLC, Corporation or S Corporation (as applicable)
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OTHER INCOME TYPES DOCUMENTATION REQUIREMENTS:

<p>If you receive Rental Income:</p> <input type="checkbox"/> Most of recent 2 years Personal Federal tax returns including all schedules <p>If you receive Social Security Income or Social Security Disability Income (SSI or SSDI)</p> <input type="checkbox"/> Most recent 1099-SA or Most current Award Letter <p>If you receive Pension & other Retirement Income:</p> <input type="checkbox"/> Most recent 1099-R and applicable monthly statement or paystub	<p>If you receive Alimony or Child Support Income:</p> <input type="checkbox"/> Final, executed Divorce Decree or Court Order Note: please reach out to your HarborOne Bank contact to discuss the documentation needs for the following: <i>Short- and Long-Term Disability, any other type of income other than what has been mentioned OR if you are over the age of 62 and would like to consider Assets as an income source.</i> <i>Example: IRA's, Annuities, 401K's</i>
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ADDITIONAL OWNED PROPERTY DOCUMENTATION REQUIREMENTS:

<input type="checkbox"/> Most recent mortgage statements for each property <input type="checkbox"/> If the Property is a Condo, most recent Condo Fee statement for each property	<input type="checkbox"/> Most recent insurance declaration page for each property <input type="checkbox"/> Most recent tax bill for each property
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You may upload documentation via HarborOne Bank's Consumer Connect secure portal, you may drop off the documentation to any HarborOne Banking Center or you may fax documents to 508.521.2692.

For help with your new Home Equity Line of Credit Application, please call 800.244.7592 or visit one of our Banking Centers

For Banking Center locations visit harborone.com/resources/branch-atm-locations

Note: Additional Documentation May Be Required

