



# HOME EQUITY LOAN INFORMATION SHEET

If you are interested in a home equity loan and would like to determine if you have enough equity in your home to qualify, complete the following worksheet:

**ESTIMATED FAIR MARKET VALUE**

(From your property tax bill or a current appraisal)

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**TAKE 80% OF THE ABOVE FIGURE**

(70% for HELOC)

\_\_\_\_\_

**SUBTRACT CURRENT BALANCE  
ON YOUR FIRST MORTGAGE \*\***

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**REMAINING BALANCE IS THE  
AMOUNT OF EQUITY YOU HAVE  
AVAILABLE TO BORROW**

(80% LTV, 70% LTV for HELOC)

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**WE HAVE A \$200,000.00 LOAN MAXIMUM**

Our maximum term is fifteen years with the rate fixed for the full term of the loan. We also offer Home Equity Lines of Credit. Contact Nicole or Mary at (920) 433-1784 to discuss what option is best for your needs.

You should consult a tax professional regarding the deductibility of interest and charges under this loan.

\*\*Please notify us if you have more than one mortgage on your home at this time. This will affect your eligibility for a home equity loan with Service Credit Union.

(See other side for more information)



## **WHAT DOCUMENTATION IS REQUIRED TO DO A HOME EQUITY LOAN?**

We will need the following information from you after you determine the amount of equity you have available:

- ◇ COPY OF LATEST TAX BILL IF FAIR MARKET VALUE SUPPORTS THE AMOUNT YOU WISH TO BORROW. IF FAIR MARKET VALUE IS NOT SUFFICIENT, WE MAY ORDER AN APPRAISAL OF YOUR PROPERTY (OR REVIEW A RECENT APPRAISAL TO DETERMINE IF IT IS ACCEPTABLE).
- ◇ DOCUMENTATION OF THE BALANCE OF YOUR FIRST MORTGAGE. THIS CAN BE A CURRENT STATEMENT, A LETTER FROM YOUR INSTITUTION ON THEIR LETTERHEAD, OR A PRINTOUT FROM AN ONLINE BANKING WEBSITE.
- ◇ COPY OF THE TITLE INSURANCE POLICY ON YOUR FIRST MORTGAGE.
- ◇ DOCUMENTATION VERIFYING YOUR SOURCE OF INCOME (PAYSTUB, IRA STATEMENT, TAX RETURN, ETC...)
- ◇ DECLARATION OF HOMEOWNER'S INSURANCE POLICY SHOWING PREMIUM PAID.

## **WHAT'S NEXT?**

After you complete an application, we will provide all the necessary disclosures to you. This may include a Loan Estimate or an Open End Addendum that shows you the approximate cost of doing a home equity loan.

Finally, we determine if your property is in a flood plain. If it is in a flood plain, we require flood insurance.

## **HOW LONG DOES THE PROCESS TAKE?**

Your money is usually available about 3 weeks after we begin the loan process. We order a letter report and set up an appointment to sign papers when that arrives. Remember your spouse or any other titleholder on the deed will need to sign loan documents also. These documents require notarization so they must be signed in our office.

Once the papers are signed, you have a three-day right to rescind. Funds will be disbursed after the third business day has passed. This requires you and any other titleholder to return to our office to sign a confirmation.

## **HOW MUCH WILL THIS COST?**

Loan fees are collected when you come in to sign papers. There is a fee paid to the Register of Deeds for your county to file a mortgage. There is also a fee to obtain a letter report and flood determination. An annual fee will be charged for a HELOC loan. An estimate will be given to you at the time of application. This cost is approximately \$300 but can vary with each situation.

- ◇ YOU WILL NEED TO LIST SERVICE CREDIT UNION AS SECOND MORTGAGEE ON YOUR HOMEOWNER'S POLICY. IF YOU DO NOT HAVE A FIRST MORTGAGE, THEN WE WOULD BE LISTED AS FIRST MORTGAGEE.