

## **Loan Application Instructions**

### **All Loans:**

You must be a member in good standing of the credit union.

Please complete the entire application front and back including the listing of current obligations. Sign and date the application where indicated. If additional forms were included with your application, please also complete and sign them.

Required proof of income:

A copy of your most current pay stub showing YTD gross income

In lieu of a paystub, a W-2 or 2-years of complete tax returns with all applicable schedules

If you rely on Social Security, a pension, or annuity payments, a copy of the most recent award letter or bank statement showing direct deposit is required.

### **Unsecured Loans:**

Based upon credit worthiness:

the *maximum* loan amount is \$10,000

the *maximum* term is 60-months.

### **Vehicle Loans:**

If purchasing from a dealership, a copy of the bill of sale and window sticker

To be eligible as collateral, vehicles must be titled and registered in the state of Pennsylvania

Vehicles are valued using the Kelly Blue Book or the purchase price

If purchasing from a private owner, a front and back copy of the title, a copy of the current owner's card, and a listing of the mileage.

If this is a refinance from another lender, a 10-day payoff letter listing the institution and mailing address is required.

In all instances, proof of vehicle insurance.

### **Home Equity Loans:**

Maximum advance is 80% of the home's value (including first lien position)

Proof of homeowner's insurance is required

Verification that real estate taxes are current

Only owner occupied, primary residence, located in Allegheny County are eligible for our home equity products.

**Additional Information:**

Standard approval guidelines applicable to all loans include:

A credit report

Conformity with total indebtedness standards

Maximum loan amounts apply.

Refinancing a City Co FCU unsecured loan requires a history of three consecutive monthly payments for consideration.

For current rates, please see our web page or contact our office at 412-350-5957.

Loans are closed at our office or by Electronic Web Signature.

Incomplete applications or missing documentation can delay the application process or result in a credit denial.

Collateral pledged for one loan shall be regarded as collateral for all obligations to City Co FCU.