

Home Equity Loan & HELOC Application Worksheet

Need help? [Follow our guide online as you gather the information requested below.](#)

Phase 1: Conditional Pre-Approval Questionnaire

To qualify for conditional approval, prepare answers to the following before starting your application:

Does your mortgage payment include taxes and insurance, or do you pay them separately?

- My mortgage payment includes taxes and insurance
- I pay taxes and insurance separately

Which product are you applying for?

- 1st Lien Fixed Home Equity
- 1st Lien HELOC (Variable Rate Line of Credit)
- 2nd Lien Fixed Home Equity
- 2nd Lien HELOC (Variable Rate Line of Credit)

What is your current mortgage balance?

What is your gross annual income (before taxes)?

What is your estimated property value?

What loan amount and term are you requesting?

Complete your online application using your answers above as well as your personal information.

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Phase 2: Full Pre-Approval Checklist

Once you have Conditional Pre-Approval, **you need three documents to qualify for Full Pre-Approval.**

Use this checklist to ensure your application is complete.

1. Proof of Income: Based on your employment status, gather the required documentation below.

A. Employed	B. Self-Employed	C. Retired or Receiving Disability Benefits
Two paystubs within 30 days	Two most current tax returns	Most current award letter

If applicable, gather the following documents for any additional sources of income.

D. Partnership and "C" or "S" Corporation	E. Rental Income	F. Interest, Dividends, or Investment Income	G. Child or Spousal Support	H. Household Income
Two recently filed business tax returns, including Schedule K1 (Form 1065) C Corporations additionally require Form 1120 S Corporations additionally require Form 1120S	Two recently filed tax returns, including Schedule C or E	Two earnings statements or bank statements within the last 60 days	Court orders with two months of cancelled checks, proof of direct deposit, or Office of Attorney General payment record	Two paystubs within 30 days for employed household members, or two most current tax returns for self-employed household members AND Proof of household relationship such as a joint bank statement or a joint mortgage statement

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Phase 2: Full Pre-Approval Checklist

2. Your Homeowner's Insurance Declaration Page: Ensure it has the following information.

- Coverage Amounts
- Deductibles
- Coverage Dates
- Your Mortgage Lender (If Applicable)

3. Your Current Mortgage Statement (If Applicable): Ensure it has the following information.

- Statement Date
- Payment History
- Escrow (If Applicable)

Once you have gathered these three forms of documentation, promptly submit them via the upload link found in our **Conditional Pre-Approval** email or at your nearest TBCU branch.