

TOTAL COMMUNITY CREDIT UNION

Thank you for your interest in Total Community Credit Union's FHA Title 1 Home Improvement Loan. Here is a checklist of items you will need to bring with you when returning your application. This will help process your request more efficiently.

- Four recent paystubs (two if paid bi-weekly) including rate of pay, your name, social security number, current working status and average hours worked per week.
- Copy of social security card.
- Copy of your driver's license or state ID.
- Proof of ownership of property will be verified by providing a certified copy of the deed or title policy or the mortgage. These documents must contain your names and the legal description of the property.
- A recent paid city/county tax statement or mortgage statement showing escrow for taxes and insurance.
- Proof of homeowners insurance.
- Current mortgage statement with balance.
- A written statement of the work or repairs to be done.
- Copy of Mortgage and/or Land Survey.
- Complete application.
- Signed "Certification of Non-Manufactured Home" for loans over \$5000.00 (attached)

FOR SELF-EMPLOYED MEMBERS:

- Copy of recent business financial and operating statement.
- Copy of last two years 1040.

FOR FHA LOANS OVER \$7,500.00 WE WILL REQUIRE:

- Purchase of flood certificate, \$14.00 pre-paid finance charge - paid by member. (This is ordered by the credit union.)

Please contact the Mortgage Department at 313-291-3300 ext. 225 if you have any questions.

An appointment is required to bring in your application.

25155 GODDARD ROAD TAYLOR, MICHIGAN 48180
(313) 291-3300 OR (800) 291-3003

TOTAL COMMUNITY CREDIT UNION

**IMPORTANT: TO BE USED IN PROPERTY IMPROVEMENT TRANSACTIONS
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Housing / Federal Housing Commissioner**

You have applied for a property improvement loan under a program made possible through Title 1 of the National Housing Act. This program is administered by the Department of Housing and Urban Development (HUD).

HUD's role in this program is to provide credit insurance to lending institutions making Title 1 loans which protects the lender against major loss if you do not repay the debt.

Although the loan will be obtained through the lending institution, IT IS A FEDERAL OFFENSE FOR ANY PARTY TO THE LOAN TO PROVIDE FALSE OR MISLEADING INFORMATION in connection with this loan; such offense may be punishable by a fine, imprisonment or both.

One of the conditions on the Title 1 Home Improvement Loan is that you agree to furnish the lending institution a completion letter after the work is completed, and to permit us, or our agent, to inspect the completed improvements.

IF YOU FAIL TO REPAY THE LOAN AS AGREED, the lending institution may declare ALL unpaid amounts immediately due and payable, with interest, and may then assign the loan to HUD in exchange for Title 1 insurance benefits. When the loan is assigned to HUD, YOU WILL BE SUBJECT TO HUD COLLECTION ACTIVITIES.

Failure to pay this debt to HUD may result in offset Federal payments due you (including Federal income tax refunds, Social Security benefit payments, and Federal employee wages or retirement) or may result in the administrative garnishment of your wages. In addition, failure to pay may result in the referral of the debt for collection by the Department of Justice, by the Department of the Treasury, or by private collection agencies. In addition to principal and interest on the debt, you will be liable for the payment of any penalties or administrative costs that may be imposed by HUD as authorized by Section 3717 to Title 31 of the United States Code.

Your signature below indicates that you have read and understand this notice, and that you consent to pay any penalties, administrative costs, and interest that may be assessed by HUD.

Borrower Signature _____ Date _____

Borrower Signature _____ Date _____

Account Number _____

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****COMPLETE ONLY IF APPLYING FOR MORE THAN \$5,000.00****

CERTIFICATION OF NON-MANUFACTURED HOME

FHA Loan Application dated _____ in the amount of \$ _____

Name of Borrower(s): _____

Property Address: _____

City, State, Zip: _____

To Whom It May Concern:

I/We understand that if the home is subsequently found to be manufactured, the FHA insurance is void and I/we the borrower(s) are solely responsible for the payment of the loan.

Member Signature

Date

Member Signature

Date

**25155 GODDARD ROAD TAYLOR, MICHIGAN 48180
(313) 291-3300 OR (800) 291-3003**

Credit Application for Property Improvement Loan

U.S. Department of Housing
and Urban Development
Office of Housing

OMB Approval No. 2502-0328
(exp. 12/31/2015)

See Public Reporting Burden and Privacy Act Statements on the last page before completing this application

This application is submitted to obtain credit under the provisions of Title I of the National Housing Act. Please answer all questions.

I/We hereby apply for a loan of \$ _____ (net) to be repaid in _____ months Date _____

1. Do you have any past due obligations owed to or insured by any agency of the Federal Government? ☐ Yes ☐ No
(If the answer is "Yes," you are **not eligible** to apply for an FHA Title I loan until the existing debt has been brought current.)

2. Have you any other application for an FHA Title I loan pending at this time?

Yes ☐ No ☐ If "Yes," with whom? _____

3. Are you refinancing a Title I loan? ☐ Yes ☐ No

If "Yes," enter _____

... the loan number _____

... and balance owing \$ _____

4. Are there any unsatisfied judgments against you? ☐ Yes ☐ No

6. Have you been declared bankrupt in the last seven years? ☐ Yes ☐ No

Explain any "Yes" answers to items 4 thru 7. _____

5. Are you a party in a pending lawsuit? ☐ Yes ☐ No

7. Has your property been foreclosed upon
in the last seven years? ☐ Yes ☐ No

Applicant			Co-Applicant		
Name of Applicant			Name of Co-Applicant (if any)		
Social Security Number	Telephone Number		Social Security Number	Telephone Number	
Present Address			Present Address		
How long	Own or Rent		How long	Own or Rent	
Previous Address			Previous Address		
How long	Own or Rent		How long	Own or Rent	
Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (incl. Single, Divorced, Widowed)			Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (incl. Single, Divorced, Widowed)		
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	No. of Dependents	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	No. of Dependents
Ethnicity: (select only one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino			Ethnicity: (select only one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		
Race: (select one or more) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander			Race: (select one or more) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander		
Name and Address of Nearest Relative Not Living with You			Name and Address of Nearest Relative Not Living with You		
Relationship	Telephone No.		Relationship	Telephone No.	

Employment & Income. If self-employed, submit a current financial statement. (Note: Alimony, child support, or separate maintenance income need not be reported unless you will rely upon it for repaying this loan.)

Applicant		Co-Applicant	
Employer's Name & Business Address		Employer's Name & Business Address	
Business Phone	Type of Work or Position	Business Phone	Type of Work or Position
Number of Years	Salary Per Week or Month \$ _____ per	Number of Years	Salary Per Week or Month \$ _____ per
Previous Employer's Name & Business Address (if less than two years earlier)		Previous Employer's Name & Business Address (if less than two years earlier)	
Business Phone	Type of Work or Position	Business Phone	Type of Work or Position
Number of Years	Salary Per Week or Month \$ _____ per	Number of Years	Salary Per Week or Month \$ _____ per
Other Income Source	Amount Per Week or Month \$ _____ per	Other Income Source	Amount Per Week or Month \$ _____ per
Bank Accounts <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> None Name & Address of Bank or Branch		Bank Accounts <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> None Name & Address of Bank or Branch	

Debts. List all fixed obligations, installment accounts, FHA loans, and debts to banks, finance companies and Government agencies. If more space is needed, list additional debts on separate pages and attach them to this form.

Automotive Lienholder	Year & Make	Original Amount of Debt \$	Present Balance \$	Monthly Payment \$
Automotive Lienholder	Year & Make	Original Amount of Debt \$	Present Balance \$	Monthly Payment \$
Real Estate Lienholder	FHA Insured (yes/no)	Original Amount of Debt \$	Present Balance \$	Monthly Payment \$
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To Whom Indebted	Account No.	Original Amount of Debt \$	Present Balance \$	Monthly Payment \$
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Property to be Improved

Type of Property

- ☐ Single family
☐ Multifamily (No. of units _____)
☐ Nonresidential (Type of use _____)
☐ Manufactured home (not classed as realty)
☐ Historic residential structure (No. of units _____)
☐ Health care facility

Is this property

Owned by you?

☐ Yes ☐ No

Leased from someone else?

☐ Yes ☐ No

Being purchased on a land installment contract?

☐ Yes ☐ No

Is there a mortgage or deed of trust on this property?

☐ Yes ☐ No

Address (number, street, city, State & zip code)

Name & Address of Property Owner (if different from the applicant)

Year Built

Date of Purchase

Monthly Lease Payment

Lease Expiration Date

Purchase Price

Present Value

If this is a new residential structure, has it been completed and occupied for 90 days or longer?

☐ Yes ☐ No**Improvements** (itemized cost breakdown **must** be attached)

Description of Improvements

Name & Address of Dealer / Contractor

Estimated Cost

\$

Notice: If this structure was built before 1978, it may contain lead-based paint which, if eaten, may cause mental retardation, blindness, paralysis, or even death. Symptoms may include stomach aches, vomiting, headaches, a loss of appetite, crankiness or frequent tiredness. A child who is suspected of having eaten lead-based paint should be taken immediately to your local doctor, clinic or hospital for screening or treatment. The best way to prevent lead-based paint poisoning is to keep your home in good condition and remove any lead-based paint hazards. For detailed information on the prevention and elimination of lead-based paint hazards, please contact your local HUD office for a free pamphlet entitled "Lead Poisoning: Watch Out for Lead-Based Paint."

Important! Applicant, Read this before Signing.

I /We certify that the above statements are true, accurate, and complete to the best of my (our) knowledge and belief. This application shall remain the property of the lending institution to which it is submitted for the purpose of obtaining a loan.

I /We hereby consent to and authorize the lending institution or HUD, after giving reasonable notice, to enter the improved property to determine that the improvements specified in this application have been completed.

I /We understand that the selection of a dealer or contractor and the acceptance of the materials used and the work performed is my (our) responsibility, and HUD does not guarantee the quality or workmanship of the property improvements.

Applicant's Signature

X

Co-Applicant's Signature

X

Note to Salesperson. If the loan proceeds will be disbursed to a dealer or contractor, the person selling the improvements must sign the following certification:

I certify that: **1)** I am the person who sold the job; **2)** the Contract contains the whole agreement with the borrowers; **3)** the borrowers have not been given or promised any cash payment, rebate, cash bonus, sales commission, or anything of value in excess of \$25 as an inducement to enter into this loan transaction; **4)** the improvements have not been misrepresented; **5)** no promises have been made that are impossible of attainment, encourage trial purchase, or imply that the improvements will be used as a model for advertising or other demonstration purposes; and **6)** no offer of debt consolidation has been made.

Salesperson's Name

Salesperson's Signature

X

Name of Dealer/Contractor

If this application is prepared by someone other than the applicants, that person must sign below. I certify that the statements made herein are based upon information given to me by the applicants and are true, accurate and complete to the best of my knowledge and belief.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1001, 1012; 31 U.S.C. 3729, 3802)

Prepared by

X

Representing

Address

Name & Address of the Lending Institution	Information verified with applicant by <input type="checkbox"/> Face-to-face interview <input type="checkbox"/> Telephone interview By (Signature of Loan Officer) X
Social Security Number Verification Applicant _____ Co-Applicant _____	Credit Alert Access Code Applicant _____ Co-Applicant _____
Reserved for use by the Lending Institution	

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Privacy Act Statement: The Department of Housing and Urban Development (HUD) is authorized to collect this information by Title I, section 2 of the National Housing Act (12 U.S.C. 1703), and to obtain and verify your Social Security Number (SSN) by section 165 of the Housing and Community Development Act of 1967 (42 U.S.C. 3543). **You must provide all of the information requested.** This information will be used to determine your creditworthiness and to assist HUD in accounting for and monitoring the use of Title I funds. Your SSN is a unique identifier which may be used to conduct computer matches to verify the information you provide. This information may be given to Federal, State, or local agencies when relevant to civil, criminal, or regulatory investigations or prosecutions. It will not be otherwise disclosed or released outside of HUD or the lending institution which will provide the loan funds, except as required or permitted by law. Failure to provide any of the requested information may result in delay or rejection of your application.

General Information: You are required to answer the questions on sex, race and ethnic background. Your answers are needed to determine the characteristics of Title I program beneficiaries, and will not affect consideration of your application. By providing this information, you will assist us in ensuring that this program is administered in a nondiscriminatory manner. If you feel you have been discriminated against and you want to report it, the Fair Housing and Equal Opportunity Hotline Number is (800) 424-8590.

This information is being collected to permit more efficient risk management of the Title I loan portfolio as well as facilitate claims processing for loan defaults. The information provides a more comprehensive basis for evaluating Title I lender underwriting practices and thereby improving risk management of the loan portfolio and also enhances management's ability to determine appropriate policy changes affecting the Title I portfolio as a whole. Responses are required in order to obtain benefits. No assurance of confidentiality is provided.