MORTGAGE APPLICATION ASSISTANCE CHECKLIST

- **Mortgage Assistance Application.** This form collects detailed information about your property, your finances, your hardship, and more.
- **Hardship affidavit.** This form documents the reasons for your hardship. You only need to send this form if this information isn't collected in the assistance form, or if you have a co-borrower who needs to fill out their own affidavit.
- **Third-party authorization.** It authorizes ACTORS FEDERAL CREDIT UNION to share information with third party.

TIP

Make sure you fill out these forms completely. Don't leave anything blank — if a question doesn't apply to your situation, just write "n/a" in the space.

Documents

- **Financial statements**
  - Provide your 2 most recent statements for all banking and investment accounts. Include all statement pages, even if they are blank.
- **Employment income**
  - Provide paystubs for your most recent 30 consecutive days of earnings. Your paystubs should also include year-to-date earnings; if they do not, please provide separate documentation, such as a letter from your employer, showing year-to-date earnings.
- **Self-employment income**
  - Provide your most recent quarterly or year-to-date profit and loss statement.
  - Provide your 2 most recent business bank statements.
- Income from child support, alimony, or separation maintenance

  This information is required only if you want us to consider these payments as part of your income for repaying the loan.
  - Provide legal documents (such as a divorce decree or separation agreement) showing the amount of the payments, how often you receive them, and how long they will continue.
  - Provide your 2 most recent bank statements showing receipt of these payments.

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- **Income from benefits**

  Benefits include Social Security, retirement, disability or death benefits, unemployment, public assistance, or adoption assistance. Any union or association assistance.

  - Provide your benefit statement or a letter from the provider showing the amount of your benefit payments, how often you receive them, and how long they will continue.
  - Provide your 2 most recent bank statements showing receipt of these payments.

- **Rental income**

  - Provide the current lease agreement.
  - Provide your 2 most recent bank statements showing receipt of these payments.

- **Hardship documentation**

  - Provide any additional documents requested in the mortgage assistance to demonstrate the reasons for your hardship.