

HELOC APPLICATION CHECKLIST

Before starting your HELOC application process, please refer to this checklist to make sure you have everything you need to proceed.

1 GATHER YOUR INFORMATION

- **Income Verification (if applicable):**
 - Current Pay Stubs and last year's W-2
 - **If Self-Employed:** Last two years of individual & business tax returns with all schedules attached
 - **Other Sources of Income:** Additional documentation may be required.
- **Current mortgage statement(s)**
- **Copy of Home Owner's Insurance Declarations**

2 COMPLETE AND SUBMIT YOUR APPLICATION

Start your application using one of the three options listed below.

- Apply online at ctelco.org/mortgages/heloc-home-equity/
- Visit one of our branch locations
- Call us at 1-800-622-5305 for more information



3 SUBMIT YOUR DOCUMENTS

- Bring your documents to a branch location to apply in person
- Or upload the documents into your online application



4 DECISION PROCESS

- A loan officer will communicate an approval or decline directly to you. If approved, we will assist you in coordinating an appraisal and closing.



5 LOAN CLOSING

- Finally, the loan closing will take place with an attorney of your choice. After all closing activities and mandatory waiting periods have passed, your new HELOC will be activated and ready to use!