



1700 Oak Forest Dr. • Onalaska, WI 54650
608-787-4500 • 800-755-0055
www.altra.org

Home Equity/HELOC Application Checklist

Thank you for choosing Altra for your home equity loan needs. Our goal is to provide the best service in the shortest amount of time. To make this possible please provide the following:

Regarding your home:

- Proof of current homeowner's insurance
- Current Property Tax Bill

If you receive a W-2 through employment:

- Two (2) paycheck stubs showing year-to-date earnings
- W-2 forms from the last TWO (2) years
- Employer name and phone number _____

If you are self-employed:

- Personal and Business Federal Tax Returns with all Schedules and K1 from the last TWO (2) years (Signed & Dated)

If you are retired:

- Most recent income statement or award letter (SSI, Pension)
- Tax Returns from the last TWO (2) years (Signed & Dated)

If you are a Texas Borrower:

- Copy of Warranty Deed or Deed of Trust
- Statement from current mortgage company

Additional documents:

- I have signed the Request for Payoff & Authorization to Release Information form. (*see page 2*)

Please provide if applicable:

- Divorce decree
- Child Support award letter
- Proof of current flood insurance

Request for Payoff & Authorization to Release Information



- 1.) I/We have applied for a loan from Altra Federal Credit Union. As part of the application process, Altra may verify information contained in my/our loan application and in other documents required in connection with the loan, either before the loan is closed or as part of its quality control program.
- 2.) I/We authorize you to provide to Altra Federal Credit Union any and all information and documentation they request. Such information includes, but is not limited to, financial institution account information, insurance coverage, employment history and income, credit history, and copies of income tax returns.
- 3.) I/We also authorize any applicable fees to be added to the total payoff (RUSH FAX Fee, Mortgage Satisfaction Filing Fee, Account Closure Fee, etc.).
- 4.) A copy of this authorization may be accepted as an original.

BORROWER'S SIGNATURE

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PLEASE SEND A PAYOFF STATEMENT BY RUSH FAX OR EMAIL TO ALTRA FEDERAL CREDIT UNION

ATTN: _____ FAX: _____ EMAIL: _____

BORROWER NAME: _____

BORROWER NAME: _____

LOAN #: _____ DESCRIPTION: _____

PLEASE COMPLETE (OR SEND SEPARATE PAYOFF STATEMENT OF YOUR CHOOSING)

PAYOFF AMOUNT: _____ PAYOFF GOOD THROUGH: _____

INTEREST PER DAY: _____ FEES INCLUDED IN PAYOFF AMT: _____

MAKE PAYOFF CHECK PAYABLE TO: _____

ADDRESS TO SEND PAYOFF CHECK TO: _____

CITY: _____ STATE: _____ ZIP: _____

IS ESCROW APPLIED TO PAYOFF? YES NO IF YES, BALANCE: _____

QUESTIONS? PLEASE CONTACT _____ AT _____

YOUR PROMPT REPLY TO ALTRA FEDERAL CREDIT UNION IS APPRECIATED.