



Thank you for choosing Coastland Federal Credit Union for your financial needs. We realize that refinancing your home is an investment of your time and we are here to make that process as smooth as possible. Coastland offers the following types of loans:

Conventional Fixed rate:

- 15 or 30 year mortgage
- Financing up to 90% of appraised value (Primary Residence)
- Financing up to 70% of appraised value (Second Homes)

Attached is the real estate loan packet. You will notice that there is a list of required items for refinancing a primary residence. Look over the paperwork and if you should have any questions completing any forms please let us know.

We look forward to working with you,

Kristen Dennett

Loan Officer
NMLS #55814

Cheryl Landry

Mortgage Loan Processor
NMLS #894609

Please mail, drop off or e-mail your completed application to:

Coastland Federal Credit Union
Attn: Kristen Dennett or Cheryl Landry
1301 Clearview Parkway
Metairie, LA 70001

504.834.2780 ph | 504.885.2158 fax

E-mail:

Kristen Dennett: kdennett@coastlandfcu.com

Cheryl Landry: clandry@coastlandfcu.com

1301 Clearview Parkway
Metairie, LA 70001

504.834.2780 ph
504.885.2158 fax
888.561.5610 toll free

INTERVIEW CHECKLIST

The following will be needed to complete your loan application. As you gather this information, place a check mark ✓ beside the items collected. By returning copies of the requested documentation and forms along with this application booklet, you can save days to a week in the processing of your loan request.

LOAN APPLICATIONS MUST BE COMPLETED IN FULL. ALL ADDRESSES AND ACCOUNT NUMBERS MUST BE LISTED ON THE ASSETS AND LIABILITIES FOR FURTHER VERIFICATION. FULL ADDRESSES ON PREVIOUS EMPLOYERS REQUIRED.

COPIES OF THE FOLLOWING DOCUMENTS ARE NEEDED FOR REFINANCING

- Last 30 days pay stubs for each borrower, showing year-to-date information
- Employee's copy of W-2 forms for the last 2 years. (If self-employed, we need the last two years federal tax returns with original signatures and all schedules. Year to date profit/loss statement.
- If applicable, copies of award letters (Social Security, Disability, Retirement)
- Copies of last 3 statements for each checking, savings, and deposit account (including open/recently closed), showing name and address of institutions. Include all Savers certificates, Money Market Accounts, C.D.'s, 401K Statements, etc.
- Copy of survey
- Copy of declaration page on homeowners and flood insurance policies
- Copy of current tax bill
- Termite Certificate is required for closing
- Copy of Owner's Title Policy on current loan (if available)

COASTLAND FEDERAL CREDIT UNION ESTIMATED REAL ESTATE FEES

Closing Fees **PAID** by the Credit Union Include:

- APPRAISAL*
- CREDIT REPORT*
- Flood Certificate
- Termite Certificate
- Attorney Settlement/Closing Fees
- Tax Service Fee
- Attorney Wire & Courier Fees
- Mortgage Recordation Fee
- Mortgage Cancellation Fees
- Lender's Title Insurance (Owners policy paid by borrower(s) – Purchase only)
- Transaction Tax (City of New Orleans only)
- Administration Fee

Member's Reserves Requirement (Member Responsibility):

- **Title Insurance** – Based on loan amount – **Approximately \$4.00 per \$1,000.00** if the loan is closed locally by our attorney. It varies in other states.
- Orleans Parish has a **transaction tax of \$325.**
- **Added to these costs will be prepaid interest.** The maximum amount will be 30 days of interest based on the new loan amount. Actual interest will be from the date of closing through the end of the month.
- Coastland will also collect **prorated escrow funds** at closing to cover both your insurance and tax payments.

NOTE: Within three business days of an approved application you will receive a Good Faith Estimate detailing your fees specific to your purchase and your parish or county.

*BORROWER ASSUMES RESPONSIBILITY FOR THOSE FEES IF THEY
DO NOT MEET UNDERWRITING GUIDELINES

BORROWER'S CERTIFICATION AND AUTHORIZATION

Please read, sign and return this form

Certification

To the undersigned certify the following:

1. I/We have applied for a mortgage loan from Coastland Federal Credit Union. In applying for the loan, I/We completed a loan application containing various information on the purpose of the loan, the amount and source of the down payment, employment and income information, and assets and liabilities. I/We certify that all of the information is true and complete. I/We made no misrepresentations in the loan application or other documents, nor did I/We omit any pertinent information.
2. I/We understand and agree that Coastland Federal Credit Union reserves the right to change the mortgage loan review process to a full documentation program. This may include verifying the information provided on the application with the employer and/or the Financial Institution.
3. I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this mortgage, as applicable under the provisions of Title 18, United States Code, Section 1014.

Authorization to Release Information

To Whom It May Concern:

1. I/We have applied for a mortgage loan from Coastland Federal Credit Union. As part of the application process, Coastland FCU and the mortgage guaranty insurer (if any) 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 Coastland FCU and to any investor to whom Coastland FCU may sell my mortgage, and to the mortgage guaranty insurer (if any), any and all information and documentation that they request. Such information includes, but is not limited to, employment history and income; bank, money market, and similar account balances; credit history; and copies of income tax returns.
3. Coastland FCU or any investor that purchases the mortgage or the mortgage guaranty insurer (if any) may address this authorization to any party named in the loan application.
4. A copy of this authorization may be accepted as an original.
5. Your prompt reply to Coastland FCU, the investor that purchased the mortgage, or the mortgage guaranty insurer (if any) is appreciated

Borrower's Signature

Date

Social Security Number

Co-Borrower's Signature

Date

Social Security Number

