

# Applying for a Real Estate Loan

- Download and print all application documents
- Refer to the application cover letter or brochure for specific instructions
- Once all application pages have been completed, signed and dated and all corresponding documentation has been collected, your Real Estate Loan Application can be dropped off at any FTWCCU office or mailed to the address listed below
- Should you have any questions, you can contact the Real Estate Department directly at 817 835-5028 or 817 835-5020

Fort Worth Community Credit Union ATTN: Real Estate Department P.O. Box 210848 Bedford, TX 76095-7848

# **FTWCCU Office Locations**

South Arlington Office	Wedgwood Office	Meadowbrook Office
2327 W. Pleasant Ridge Rd.	6720 S. Hulen	6454 Brentwood Stair Rd.
Arlington, TX 76015	Fort Worth, TX 76133	Fort Worth, Texas 76112

Weatherford Office	Burleson Office	Flower Mound Office
1911 S Main St	1456 SW Wilshire Blvd	3548 Long Prairie Rd.
Weatherford, Texas 76086	Burleson, Tx 76028	Flower Mound, Tx 75022

Γ	North Richland Hills Office	
	8524 Davis Blvd	
	North Richland Hills, Tx 76182	



### APPLICATION PROCEDURE and ESTIMATE OF COSTS (if applicable) For QUICKFIX HOME IMPROVEMENT

### Unsecured Home Improvement Loan \$3,000.00 up to \$20,000.00 \*

- Please complete the attached documents and loan application including description of work to be done. All paperwork must be in ink and no white out can be used. If an error is made, please draw a line through it and initial the correction.
- Complete the required Declarations/Government Monitoring form.
- Include a copy of all proof of income. If self employed, two (2) years tax returns, all schedules, will be required.
- Include a copy of your most recent property tax assessment.
- Include a copy of your current homeowner's insurance policy.
- Include a copy of all contractors proposals for improvements
- Include a copy of your most recent mortgage statement.

#### Secured Home Improvement Loan \$3,000.00 up to \$100,000.00 (A Certified Appraisal is Required)

- Please complete the attached loan application.
- Include a copy of all proof of income. If self employed, two (2) years tax returns, all schedules, will be required.
- Include a copy of your most recent property tax assessment.
- Include a copy of the full legal description of your property including Lot, Block, Plat, Volume and Page numbers. This can be found on your Deed of Trust or Title Insurance Policy.
- Include a copy of your current homeowner's insurance policy.
- Include a copy of your most recent mortgage statement showing the balance and escrow account (required.)
- Include a copy of all contractors proposals for improvements (must include contractor's complete address and telephone number). If work is being done by member, please provide materials list from suppliers (i.e., Home Depot, Color Tile, etc.). All loan draws will be made payable to you **and** the contractor. If you are purchasing materials yourself, please provide a bill of sale.

#### \* A MANDATORY INSPECTION OF THE IMPROVEMENTS DONE WILL BE ORDERED FOR ALL SECURED HOME IMPROVEMENT LOANS ONCE ALL LOAN DRAWS HAVE BEEN COMPLETED. THERE IS NO CHARGE FOR THIS INSPECTION \*

#### The Required Regulatory Waiting Period for the Secured Home Improvement Loan:

- There will be a five (5) day waiting period after the application is received before the loan closing.
- There will be a three (3) business day wait after the loan documents have been signed before the loan proceeds can be disbursed. All loan closings will be held at a FTWCCU Office.

#### The Fees Associated with the Secured Home Improvement Loan are:

- Flood Verification. This fee ranges from \$10.00 to \$15.00. The companies that may process this flood certification are;
  AFR Services, 1820 Park Blvd, Suite 1100, Plano, TX 75093
- Title Search. This fee ranges from \$81.19 to \$200.00. The company that may process this title search is; GSL Research, Ft. Worth, TX 76109
- Appraisal Fee. This fee ranges from \$375.00 to \$500.00. The company that may process this appraisal is; Accurate Valuations, Ft. Worth, TX 76107
- A filing lien fee is required on all secured loans. This fee ranges from \$28 to \$50 depending on the number of documents to be recorded and the county in which the property is located.

#### Member is responsible for all fees once the loan has been processed and approved

I would like any fees (if applicable);

\_\_\_\_Deducted from my share account

\_\_\_\_\_Deducted from my share draft account

Applicant's Signature



1905 Forest Ridge Drive Bedford, Texas 76021-5724

(Mailing Address) P.O. Box 210848 Bedford, Texas 76095-7848

# Application

to all credit worthy customers Commission administers comp	liance with this	aw.	agencies n	annann s	eparate credit historie	s on each indiv	idual upon re	equest. The	e Ohio Ci	vil Rights
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Signature For Wisconsin Residents	Only			Date	]					
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1905 Forest Ridge Drive Bedford, Texas 76021-5724

(Mailing Address) P.O. Box 210848 Bedford, Texas 76095-7848

## Demographic Information of Applicant and Co-Applicant

# DEMOGRAPHIC INFORMATION OF APPLICANT AND CO-APPLICANT

The purpose of collecting this information is to help ensure that all applicants are treated fairly and that the housing needs of communities and neighborhoods are being fulfilled. For residential mortgage lending, Federal law requires that we ask applicants for their demographic information (ethnicity, race, and sex) in order to monitor our compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to provide this information, but are encouraged to do so. You may select one or more "Hispanic or Latino" origins, and one or more designations for "Race." The law provides that we may not discriminate on the basis of this information, or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, Federal regulations require us to note your ethnicity, race, and sex on the basis of visual observation or surgame. If you do not with the provide servation or scale of this information places shock holew. the basis of visual observation or surname. If you do not wish to provide some or all of this information, please check below. Account Number:

**Property Address:** 

APPLICANT	CO-APPLICANT
Name:	Name:
Ethnicity:	
Hispanic or Latino – Check one or more	Ethnicity:
Mexican	Hispanic or Latino – <i>Check one or more</i> Mexican
Puerto Rican	Puerto Rican
Cuban	Cuban
Other Hispanic or Latino – Print origin, for example, Argentinean,	Other Hispanic or Latino – Print origin, for example, Argentinean,
Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on:	Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on:
	servadoran, Spaniard, and so on.
Not Hispanic or Latino	Not Hispanic or Latino
I do not wish to provide this information	I do not wish to provide this information
Race: Check one or more	Race: Check one or more
American Indian or Alaska Native - Print name of enrolled or principal tribe:	American Indian or Alaska Native - Print name of enrolled or principal tribe:
Asian	Asian
Asian Indian	Asian Indian
Chinese	Chinese
Filipino	Filipino
Japanese	Japanese
Korean	Korean
Vietnamese	Vietnamese
Other Asian – Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on:	Other Asian – Print race, for example, Hmong, Laotian, Thai, Pakistani,
Cambodian, and so on.	Cambodian, and so on:
Black or African American	Black or African American
Native Hawaiian or Other Pacific Islander	
Native Hawaiian	Native Hawaiian or Other Pacific Islander
Guamanian or Chamorro	Native Hawaiian
Samoan	Guamanian or Chamorro
Other Pacific Islander - Print race, for example, Fijian, Tongan, and so or	Samoan Other Regific Islander - Briet rese for surger (
	n: Other Pacific Islander – Print race, for example, Fijian, Tongan, and so on:
White	White
I do not wish to provide this information	I do not wish to provide this information
Sex:	Sex:
Female	Female
Male	Male
I do not wish to provide this information	I do not wish to provide this information
To Be Completed by Financial Institution (for an application taken in pe	erson):
Was the ethnicity of the applicant collected Was the race of the applicant collected	Was the ethnicity of the co-applicant Was the race of the co-applicant
on the basis of visual observation or on the basis of visual observation or	collected on the basis of visual collected on the basis of visual
surname? surname?	observation or surname? observation or surname?
Yes Yes	Yes Yes
No No	No No
Was the sex of the applicant collected on the basis of visual observation or surname?	Was the sex of the co-applicant collected on
Yes	the basis of visual observation or surname?
No	Yes
To Be Completed by Interviewer:	No
Face to face Interviewer's Name	
interview ANONYMOUS	Name and Address of Interviewer's Employer
Mail Interviewer's Signature	FORT WORTH COMMUNITY CREDIT UNION
Telephone	Date 1905 Forest Ridge Drive
Internet	Bedford, Texas 76021-5724
X	
	(Seal) (Mailing Address)
Interviewer's Phone Number	P.O. Box 210848
	Bedford, Texas 76095-7848



# AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

- 1. I/We have applied for a loan from Fort Worth Community Credit Union. As part of the application process, FTWCCU may need to verify information contained in my/our loan application and in any other documents required in connection with this loan, either before the loan is closed or as part of its quality control program.
- 2. I/We authorize you to provide FTWCCU any and all information and documentation that they may request. Such information includes, but is not limited to, employment history and income, bank and similar account balances; credit history; loan payoff information and copies of tax returns.
- 3. A copy of this authorization may be accepted as an original.
- 4. Your prompt reply to FTWCCU is appreciated.

Borrower	Date	Social Security Number
Demourar	Dete	
Borrower	Date	Social Security Number
	FTWCCU Real Estate Representative	-
	Fort Worth Community Credit Union 1905 Forest Ridge Drive	Authorization 02/11
	Bedford, Texas 76021	
	817 835-5000	

## **Disclosure Statement**

### NOTICE TO MORTGAGE LOAN APPLICANTS AND HOME IMPROVEMENT LOAN APPLICANTS: THE RIGHT TO COLLECT YOUR MORTGAGE LOAN PAYMENTS MAY BE TRANSFERRED. FEDERAL LAW GIVES YOU CERTAIN RELATED RIGHTS. SIGN THE ACKNOWLEDGMENT AT THE END OF THIS STATEMENT ONLY IF YOU UNDERSTAND ITS CONTENTS.

Because you are applying for a mortgage loan covered by the Real Estate Settlement Procedures Act ("RESPA")(12 U.S.C. 2601 et seq.) you have certain rights under that Federal Law. This statement tells you about those rights. It also tells you what the chances are that the servicing rights for this loan may be transferred to a different loan servicer. "Servicing" refers to collecting your principal, interest and escrow account payments, if any. If your loan servicer changes, there are certain procedures that must be followed. This statement generally explains those procedures.

### **Transfer Practices and Requirements**

If the servicing of your loan is assigned, sold or transferred to a new servicer, you must be given written notice of that transfer. The present loan servicer must send you notice in writing of the assignment, sale or transfer of the servicing not less than 15 days before the effective date of the transfer. The new loan servicer must also send you notice within 15 days after the effective date of the transfer. The present servicer and the new servicer may combine this information in one notice, so long as the notice is sent to you 15 days before the effective date of the transfer. The law allows a delay in the time (not more than 30 days after a transfer) for servicers to notify you under certain limited circumstances, when your servicer is changed abruptly. This exception applies only if your servicer is fired for cause, is in bankruptcy proceedings, or is involved in a conservatorship or receivership initiated by a Federal Agency.

Notices must contain certain information. They must contain the effective date of the transfer of the servicing of your loan to the new servicer, the name, address and toll-free or collect call telephone number of the new servicer, and toll-free or collect call telephone numbers of a person or department for both your present servicer and your new servicer to answer your questions about the transfer of servicing. During the 60 day period following the effective date of the transfer of the loan servicing, a loan payment received by your old servicer before its due date may not be treated by the new loan servicer as late, and a late fee may not be imposed on you.

### **Complaint Resolution**

Section 6 of RESPA (12 U.S.C. 2605) gives you certain consumer rights, whether or not your loan servicing is transferred. If you send a "qualified written request" to your loan servicer concerning the servicing of your loan, your servicer must provide you with a written acknowledgment within 20 business days of receipt of your request. A "qualified written request" is a written correspondence, other than notice on a payment coupon or other payment medium supplied by the servicer, which includes your name and account number, and your reasons for the request. Not later than 60 business days after receiving your request, your servicer must make any appropriate corrections to your account, and must provide you with a written clarification regarding any dispute. During this 60 day period, your servicer may not provide information to a consumer reporting agency concerning any overdue payment related to this 60 day period or this qualified written request. A business day is any day, excluding public holidays (state or federal), Saturdays and Sundays.

#### **Damages and Costs**

Section 6 of RESPA also provides for damages and costs for individuals or classes of individuals in circumstances where services are shown to have violated the requirements of that Section.

### Servicing Transfer Estimates

The next sentence puts forth the best estimate of what will happen to the servicing of your mortgage loan. We may assign, sell or transfer the servicing of your loan sometime while the loan is outstanding, but we have no present intention of doing so. We are able to service your loan, and we will service your loan at the outset, and for an indeterminate time thereafter.

For all the mortgage loans that we make in the 12 month period after your mortgage is funded, we estimate that the percentage of mortgage loans for which we will transfer servicing is between 0 and 25%, and this estimate does include assignments, sales or transfers to any affiliates or subsidiaries. This is only our best estimate and it is not binding. Business conditions or other circumstances may affect our future transferring decisions.

In each of the past 3 years, we have transferred between 0 and 25% of the servicing of our loans. This information includes assignments, sales or transfers to any affiliates or subsidiaries.

### ACKNOWLEDGMENT OF MORTGAGE LOAN APPLICANT

I/we have read this disclosure form, and understand its contents, as evidenced by my/our signature(s) below. I/we understand that this acknowledgment is a required part of the mortgage loan application.

Applicant's Signate
---------------------

Date

Date



# **Texas Mortgage Fraud Notice**

## NOTICE OF PENALTIES FOR MAKING FALSE OR MISLEADING WRITTEN STATEMENT

Warning: Intentionally or knowingly making a materially false or misleading written statement to obtain property credit, including a mortgage loan, is a violation of Section 32.32, Texas Penal Code, and, depending on the amount of the loan or value of the property, is punishable by imprisonment for a term of 2 years to 99 years and a fine not to exceed \$10,000.

I/we, the undersigned home loan applicant(s), represent that I/we have received, read and understand this notice of penalties for making a materially false or misleading written statement to obtain a home loan.

I/we represent that all statements and representations contained in my/our written home loan application, including statements or representations regarding my/our identity, employment, annual income, and intent to occupy the residential real property secured by the home loan, are true and correct as of the date of loan closing.