

# Client Document Checklist

Once you have reviewed the information materials provided to you, if you decide to proceed with a HomeEquity Bank mortgage you will need to provide us with verification of information about you, your home, and your debt. If you have any questions about the steps of the sales process, please ask your HomeEquity Bank representative.

Please review this checklist to confirm you have gathered the required documents the Bank's Sales Agent needs to review or provide copies of to process your mortgage.

Please provide copies of the following:	
<b>Identification</b>	<p>For each borrower:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Verification as outlined on the "Identification Requirements" document.</li> </ul> <p><i>Please bring the same identification listed in your application to your ILA appointment.</i></p>
<b>If you have any debt secured against your property</b>	<p>For each debt:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Most recent statement indicating the outstanding balance.</li> </ul>
<b>Property taxes</b>	<p>Please provide ONE of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Most recent property tax bill stamped paid or indicating that you are in a pre-authorized tax payment program, or</li> <li><input type="checkbox"/> Most recent property tax annual statement confirming annual taxes and amount outstanding, or</li> <li><input type="checkbox"/> Bank account passbook/statement in your name confirming your last two property tax debits.</li> </ul>
<b>Fire insurance</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Summary page of fire insurance policy, or</li> </ul> <p>If a condominium property,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Condominium Certificate of Insurance.</li> </ul>

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