

What you'll need to apply

CHOICE HOME EQUITY LINE OF CREDIT CHECKLIST

You may be asked to provide, for all applicants, some or all of the items listed below to decision your credit request. Additional documents may be requested upon application review. In order to expedite the process, please provide all required information at the time of application. Submitting information can be done via Home Insight Tracker, email or fax.

PERSONAL INFORMATION

- ✓ Full legal name, Social Security number, date of birth
- ✓ Current address and previous address if less than 2 years
- ✓ Current employer and previous employer if less than 2 years
- ✓ Phone number for employer's main office or Human Resources
- ✓ Government-issued photo ID (driver's license, U.S. passport or state-issued ID)

PROPERTY DOCUMENTS

Homeowners/Condo/Townhome insurance declaration pages showing premium and coverage amount

Mortgage Statement (if applicable). Current year property tax information (if not escrowed on mortgage statement)

For loan request \$500,000 or greater: Title insurance policy from recent mortgage (title commitment not acceptable)

If property is in a flood zone: Flood insurance declaration

If property is a condominium:

- Master insurance policy for condominium association

HOA or PUD Statement (if applicable)

INCOME DOCUMENTS

FOR WAGE EARNERS

Most recent pay stub showing 30 days YTD

Most recent 2 consecutive years W-2s

FOR SELF-EMPLOYED & OWNERSHIP IS LESS THAN 25%

Most recent 2 consecutive years W-2s (if applicable)

Most recent 2 consecutive years Personal Federal tax returns (with all schedules)

Most recent 2 years K-1s (if applicable)

FOR SELF-EMPLOYED & OWNERSHIP IS 25% OR GREATER

Most recent 2 consecutive years Business Federal tax returns (with all schedules)

Most recent 2 consecutive years Personal Federal tax returns (with all schedules)

Most recent 2 years K-1s (if applicable)

SOCIAL SECURITY INCOME & PENSION INCOME

Award letter demonstrating Social Security, retirement benefit, most recent Personal Federal tax returns, most recent 2 months of direct deposit statements showing Social Security or pension, or most recent 1099

Letter from paying organization/pension, annuity or disability

INVESTMENT INCOME

Most recent investment statements and proof of receipt

Most recent 1099

RENTAL INCOME

Most recent 2 consecutive years Personal Federal tax returns

Lease agreements when rental property is not listed on most recent 2 consecutive years Personal Federal tax returns

Mortgage statement for all loans/lines (if applicable)

ADDITIONAL DOCUMENTS

If applicable, we will request:

Current year tax return extension

Trust Agreement (all pages)

30-day payoff statement for all required payoffs

Power of Attorney (must be recorded in same county as property)

2 years Personal Federal tax returns (with all schedules)

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