

# CENTRAL PACIFIC BANK Home Equity Line of Credit Checklist

Mahalo for your business! Please provide us with the following information and documents to assist with expediting your Home Equity Line of Credit application. Missing information may cause extended delays. Additional documentation may be required at the discretion of the Home Equity Origination Department.

APPLICATION DETAILS	
Applicant Name:	
Branch / Loan Officer:	
Introductory Fixed Rate:	<input type="checkbox"/> Two Years <input type="checkbox"/> Three Years <input type="checkbox"/> Four Years <input type="checkbox"/> Five Years
Fixed Rate Loan Option:	<input type="checkbox"/> At Loan Closing Term: (Years) Application Amount: \$
Proposed HELOC Lien Status:	<input type="checkbox"/> First Lien <input type="checkbox"/> Second Lien (*Bank Use Only)

INCOME DOCUMENTATION	
<b>Employment Income</b>	
<input type="checkbox"/>	Most recent paystub showing at least one month of YTD earnings (Must be within 30 days from the date of application)
<input type="checkbox"/>	2021 W-2 for loan amounts up to \$100,000.
<input type="checkbox"/>	2021 & 2020 W-2 for loan amounts over \$100,000
<b>Dividend / Interest Income (Both items are required)</b>	
<input type="checkbox"/>	2021 & 2020 1099 AND most recent statement dated within 30 days of application with current balance
<input type="checkbox"/>	2021 & 2020 Personal Federal tax returns including ALL applicable schedule(s)
<b>Other Types of Income</b>	
<input type="checkbox"/>	<b>Retirement/Pension/Social Security/Dependent Benefit/ Disability Income</b> Copy of Award Letter or 1099, most recent statement or equivalent documentation evidencing current receipt
<input type="checkbox"/>	<b>IRA or Annuity Income:</b> 1099 AND most recent statement with current balance (include ALL pages) Must be dated within 30 days of application or verification of account balance.

SELF-EMPLOYED APPLICANTS – ADDITIONAL REQUIREMENTS (INCLUDING RENTALS)	
<b>Applications UP TO \$100,000</b>	
<input type="checkbox"/>	2021 Personal Federal tax returns (including applicable schedule(s)) Sole Proprietorship
<input type="checkbox"/>	2021 Business Federal tax returns (including applicable schedule(s)) All other entity types
<b>Applications OVER \$100,000</b>	
<input type="checkbox"/>	2021 & 2020 Personal Federal tax returns (including 1099 and applicable schedule(s)) Sole Proprietorship
<input type="checkbox"/>	2021 & 2020 Business Federal tax returns (including 1099 and applicable schedule(s)) All other entity types
<b>If 2021 Personal &amp; Business Federal tax returns have not yet been filed</b>	
<input type="checkbox"/>	2021 YTD General Excise Tax Filings & 2021 Profit and Loss Statement (Not Applicable for Rental Income)
<input type="checkbox"/>	2021 Federal Tax Filing Extension
<input type="checkbox"/>	Required for Rental Income – Must submit one of: 2021 YTD General Excise Tax Filings or 2021-year end statement from property management company or 2021-1099

ADDITIONAL REQUIRED INFORMATION	
<input type="checkbox"/>	Copy of Trust Agreement (Long or Short Form) if the property is held in trust (including all amendments)
<input type="checkbox"/>	Hazard/Hurricane/Flood Insurance for the Subject Property – copy of binder or certificate (include agent contact information)
<input type="checkbox"/>	Copy of a most recent first mortgage statement for the Subject Property (if applicable)
<input type="checkbox"/>	Maintenance Fee statement for the Subject Property & Other owned properties by borrower with no rental income on tax returns
<input type="checkbox"/>	Other:

<b>NOTES:</b>	
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