BELLCO LOANS
MEMBER CHECKLIST

To help with the processing of your Bellco loan, there are certain items we will need from you. We have outlined the items below and the dates you will need to provide these items back to Bellco.

Loan Processing Checklist

Item(s) Needed for ALL Bellco Loans:

- **W2 Wage Earners (Income Verification):**
  - Most recent 2 years of W2s
  - Most recent 1 month of paystub(s)
  - Name and phone number to verify employment

  Date Needed By: _____________________________

- **Self-Employed:**
  - Most recent 2 years of Personal and Business tax returns

  Date Needed By: _____________________________

Additional Item(s) Needed for ALL Bellco Loans:

- Most recent 2 months Asset Statements
  - Bank Statement - Checking, Savings, Investment Accounts

  Date Needed By: _____________________________

Item(s) for Home Loans:

- Account Number to withdraw Appraisal Fee (if necessary)
- Declaration Page for Home Owners Insurance
- Payoff information (Refi/Cash Out/Debt Consolidation)

  Date Needed By: _____________________________

Item(s) for Credit Cards:

- Balance Transfer information (if applicable)

  Date Needed By: _____________________________

Item(s) for Other Consumer Loans:

- Payoff information (Debt Consolidation)

  Date Needed By: _____________________________
Item(s) Needed for Dealer Purchase:

☐ Buyers Order (with correct physical address listed and dealers address and phone number)

_Date Needed By: _____________________________

Item(s) Needed for Bellco Auto Refinance:

☐ Copy of current registration or title

_Date Needed By: _____________________________

Item(s) Needed for Other Institution’s Auto Refinance:

☐ Copy of current registration or title

☐ Payoff letter containing institution name, physical address, account number, payoff amount, and per diem

_Date Needed By: _____________________________

Item(s) Needed for Private Party with Lien:

☐ Copy of current registration or title

☐ Bill of Sale containing both buyers and sellers physical addresses, collateral information (year, make, model, VIN, and mileage), and agreed sales price

☐ Payoff information containing institution name, physical address, account number, payoff amount, and per diem

_Date Needed By: _____________________________

Item(s) Needed for Private Party without Lien:

☐ Copy of front and back of current title

☐ Bill of Sale containing both buyers and sellers physical addresses, collateral information (year, make, model, VIN, and mileage), and agreed sales price

_Date Needed By: _____________________________

Item(s) Needed for Lease Buyout:

☐ Copy of current registration or title

☐ Lease Buyout Package containing institution name, physical address, account number, payoff amount, and per diem

_Date Needed By: _____________________________

Item(s) Needed for Free & Clear Title:

☐ Copy of front and back of current title

_Date Needed By: _____________________________