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, deductible and coverage amount
- If taxes and insurance currently being escrowed: most recent mortgage statement. If not, current year property tax 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

INCOME DOCUMENTS

FOR WAGE EARNERS
- Most recent paystub showing 30 days YTD
- Most recent 2 consecutive years W-2s
- If Commission Income over 25%: All items indicated above and most recent 2 consecutive years Personal Federal tax returns

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 LESS THAN 25%
- 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 SS or retirement benefit
- 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 — current
- Mortgage balance statement (if applicable)

ADDITIONAL DOCUMENTS
If applicable, we will request:
- YTD Balance Sheet for period ending no greater than 6 months prior to application
- Audited YTD Profit & Loss Statement (P&L) not aged more than 4 months at the statements from accounts with business activity, signed
- 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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