

LOAN MODIFICATION REQUIREMENTS

Member's Name: _____ Loan Number: _____

In order to process your request in a timely manner please make sure that all the information requested is complete. It's also your responsibility to make your regular loan payments until a decision on your request has been made.

- BALANCE**- Please contact Balance at 888.456.2227 or go to www.northcoastcu.com and select Community/ Resources/Balance Financial Fitness. You will need to go through their Debt Management program and provide us with a Client Budget and a Summary Letter from Balance.
- EXPLANATION OF FINANCIAL HARDSHIP** – Please explain in detail the reason(s) behind your financial situation and what you are doing to better your financial situation and how long you think it will take for your situation to improve.
- REAL ESTATE LOAN APPLICATION** – Information for both the borrower and co-borrower must be included and filled out completely.
- COPIES OF MOST RECENT PAYROLL STUBS** – Please provide copies of pay stubs for the month most recently worked. Payroll stubs are required for both the borrower and the co-borrower.
- (if self-employed) COPIES OF MOST RECENT FEDERAL INCOME TAX RETURNS** - Provide copies of original signed and dated tax returns, including all schedules for the most recent tax year for both borrowers.
- COPIES OF YOUR MOST RECENT BANK STATEMENTS** – Please provide copies of the last 2 months bank statements for all accounts; please provide ALL pages.
- SUPPORTING DOCUMENTS** – Please provide copies of any documentation that supports your hardship claim (i.e. bills, death certificate, unemployment benefits)

Request

Please be specific with your request so that North Coast can best meet your needs:

- Lower monthly payments to \$_____ for _____ months.
- Interest only payments for _____ months.
- Defer payments for _____ months.
- Other _____

If the information requested is not fully complete, we will need to send this packet back to you to be completed before we can review your request. If you have any questions please don't hesitate to give us a call at 800-696-8830 Ext.4045.

