

Home Equity Line of Credit Documentation Checklist

Thank you for applying for a Home Equity Line of Credit.

In order to process your request as quickly as possible, please provide a copy of the documents checked off on the reverse side. Documents can be uploaded into the EZApply Home Lending Portal, brought into a branch, faxed to our Consumer Lending Operations Department at 1-877-391-6367, or emailed to the Consumer Lending Operations Department at Loans@santander.us

See reverse side for checklist.

Home Equity Line of Credit Documentation Checklist

Income Sources Stated on the Application	✓ check if applicable		Document Required
	Borrower	Co-Borrower	
Salary/Wages			<ul style="list-style-type: none"> • 2 consecutive pay stubs issued within 30 days of application. • Most recent years W-2 forms.
Self-Employed			<ul style="list-style-type: none"> • Last 2 years' signed Federal Tax Returns, complete with all schedules.* • Last 2 years' w-2 forms if applicable. • Request for Transcript of Tax Return 4506-T form signed by all borrowers • Two most recent paystubs (if filing 1120 as Corporation) dated within 30 days of application and must include: <ul style="list-style-type: none"> - Customer name or social security number - Company name - Verification of gross income with deductions and YTD
Interest or Dividend Income			<ul style="list-style-type: none"> • Last 2 years' signed Federal Tax Returns, complete with all schedules.* • 2 most recent account statements.
Disability, Social Security, or Pension Income			<p>One of the following:</p> <ul style="list-style-type: none"> • Most recent 2 years' signed Federal Tax Returns, complete with all schedules.* • Two most current bank statements showing amount and source of income. (Must reference the name of the recipient or social security number and source of income.) • 1099s from the last two years. • Must also provide the mortgage statement for all properties encumbered along with the most recent tax bill and HOI binder complete with annual premium if not escrowed
Rental Income			<ul style="list-style-type: none"> • Last 2 years' signed Federal Tax Returns, complete with all schedules.* • If rental income has been received for less than 1 year, provide lease agreements. • Completion of the List of Real Estate Owned form. • Request for Transcript of Tax Return 4506-T form signed by all borrowers.
Trust Income			<ul style="list-style-type: none"> • Last 2 years' signed Federal Tax Returns complete with all schedules.* • Copy of Trust Agreement or a copy of the trustee's statement confirming the amount, frequency, and duration of trust payments.
Alimony or Child Support (receiving)**			<ul style="list-style-type: none"> • Date of birth of any children. • Copy of Divorce Decree/Property Settlement Agreement.
IRA or 401K Income/Distributions			<ul style="list-style-type: none"> • Last 2 years' signed Federal Tax Returns. • Last 2 years' 1099s and current account statement (Most recent two years).

After application review, additional documentation may be required.

Mortgage, Property Tax, and Homeowner Insurance Documentation for All Properties Owned.

- If you have a Santander mortgage with escrow: No requirements.
- If you have a non-Santander mortgage with tax and insurance escrow: Copy of most recent mortgage statement showing escrow amounts.
- If you have a non-Santander mortgage: 1) Copy of most recent mortgage statement, 2) Copy of most recent tax bill, 3) Copy of homeowner insurance policy showing policy term, amount of coverage, and premium.
- If you don't have a mortgage: 1) Copy of most recent tax bill, 2) Copy of homeowner insurance policy showing policy terms, amount of coverage, and premium.
- If you have a condo: Verification of annual, monthly, or quarterly Homeowner's Association Fees.
- If the property to be secured by the mortgage is in a flood zone: Copy of flood insurance policy showing policy term, amount of coverage, and premium.

* If an extension has been filed for the current year, provide a copy of the IRS authorized extension and previous 2 years' Federal Tax Returns, complete with all schedules.

** Income derived from alimony, child support, or separate maintenance payments need not be revealed if the applicant does not want the income to be considered in determining creditworthiness.