

## IndependenceHELP Loan Process

### STEP 1:

- The Independence homeowner works with a contractor or qualified energy auditor to identify energy efficiency measure for the home. The homeowner may choose any contractor or qualified energy auditor. A list of program participating contractors and qualified energy auditors can be found at [www.IndependenceHELP.org](http://www.IndependenceHELP.org). These contractors and energy auditors have received detailed information about program requirements and forms. If the selected contractor or energy auditor is not on the list of program participants, they should call IPL at 816-325-7485 to get more detailed information on required forms and program rules before submitting a loan application. All contractors and energy auditors must have required licenses, permits and insurance required at the local, state and federal level to do the work, including a City of Independence business license, and must follow Independence HELP requirements.

### STEP 2:

- All homeowners must submit to IPL a completed Home Energy Loan Program application and a list of the energy efficiency measures to be installed. The project will require further review to assure compliance with NHPA. Homes built before 1965 or homes in a historic district may require NHPA compliance review.

### STEP 3:

- The homeowner submits a loan application with City Credit Union by calling 816-252-2415 or going to [www.city-cu.com](http://www.city-cu.com) to obtain a HELP Loan application. (If not a City Credit Union member, the homeowner will need to open an account prior to loan closing). City Credit Union will collect the necessary information to process the loan request, including:
  - Project information and cost estimate from the contractor
  - Information to determine whether a loan will be approved. (**Most recent pay stubs for all applicants**). Work may not begin until the loan is approved. (the loan maximum is \$15,000)

### STEP 4:

- City Credit Union notifies the homeowner and IPL of loan approval and the contractor installs eligible energy efficiency measures based on the Agreement between the homeowner and the contractor.

### STEP 5:

- When the work has been completed, the homeowner notifies IPL by calling 816-325-7485. IPL will schedule a time with the homeowner to complete the Certificate of Completion form. IPL may ask the customer to complete a short customer satisfaction survey. IPL does not assure the quality of work performed.

### STEP 6:

- Homeowner contacts City Credit Union **to make an appointment for a scheduled loan closing**. City Credit Union will issue proceeds from the loan in a joint check to the homeowner and contractor and sets up the loan repayment process.

**IMPORTANT NOTE:** If your contractor is NOT on the participating contractors list, please call 816-325-7485.

# Application For H.E.L.P. Loan



Account # \_\_\_\_\_ Date \_\_\_\_\_ Income Verification Attached? (Required)

Amount Requested \$ \_\_\_\_\_ Term Desired 120 months

Loan Purpose (Be specific) \_\_\_\_\_ Collateral please fill out the back

Repayment:  Payroll Deduction  Cash  Automatic Payment  Other \_\_\_\_\_

Applicant is applying for credit based solely on personal credit worthiness

Applicants are applying for joint credit on which both are contractually liable

Are you interested in having your loan protected?  Y  N  
 If you answered "yes", the Credit Union will disclose the cost to protect your loan. The credit insurance is voluntary and does not affect your loan approval. In order for your loan to be covered, you will need to sign a separate application that explains the terms and conditions.

PERSONAL INFORMATION		
Full Name (Print)		
Address		
City	State	Zip
Yrs at Address	Own/Rent?	Birth Date
Social Security #	Contact Number:	
Email Address		
Employer	Employer Phone	
Position	Begin Date	
# of Dependents	Ages	
Next of Kin	Relation	
Telephone		
CO-APPLICANT (if desired) INFORMATION		
Full Name (Print)		
Address		
City	State	Zip
Yrs at Address	Own/Rent?	Home Phone
Social Security #	Birth Date	
Employer	Employer Phone	
Position	Begin Date	
# of Dependents	Ages	
Next of Kin	Relation	
Telephone		

INCOME INFORMATION			
Applicant's Gross Monthly Salary			
How often do you get paid?	Hours worked per week?		
Other Income	Source		
Other Income	Source		
Co-Applicant's Gross Monthly Salary			
How often do you get paid?	Hours worked per week?		
Other Income	Source		
Other Income	Source		
ALL EXISTING LOANS, DEBTS & CREDIT CARDS			
	Company	Balance	Payment
Mortgage/Rent			
(If 0, please explain)			
2nd Mortgage			
Auto Loans			
Credit Cards			
Unsecured Loans			
Student Loans			
Child Support			
Child Care			

If there are any important changes, you will notify us in writing immediately. You also agree to notify us of any change in your name, address or employment within a reasonable time thereafter. You also promise that everything you have stated in this application is correct to the best of your knowledge and that the above information is a complete listing of all your debts and obligations. You authorize the credit union to obtain credit reports in conjunction with this application for credit and for any update, renewal or extension of the credit received. If you request, the credit union will tell you the name and address of any credit bureau from which it received a credit report on you. You understand that it is a federal crime to willfully and deliberately provide incomplete or incorrect information on loan applications made to Federal Credit Unions or State Chartered Credit Unions insured by NCUA.

X \_\_\_\_\_

X \_\_\_\_\_