

PROCESS & DOCUMENTS CHECKLIST

NOTE: If the Borrower is not already a member of the credit union, they will be required to open an account prior to closing the loan.



1

CA Credit Approval			
DOCUMENT NAME	Prepared By	Delivered To	Other Info
<input type="checkbox"/> Lender's Credit Application	Borrower	Lender	California Coast CU Application Desert Valleys Federal CU Application Matadors Community CU Application Valley Oak CU Application
<input type="checkbox"/> Proof of Income*	Borrower	Lender	CalCoast - Last 2 paystubs OR 2 years federal tax returns if self-employed. Desert Valleys - Paystubs for last 30 days OR prior year federal tax return if self-employed. Matadors - W2 OR federal tax return if self-employed. Valley Oak - Paystubs for the last 30 days OR prior year federal tax return if self-employed.
<input type="checkbox"/> Additional Documents ^T	Borrower	Lender	Copy of Borrower's CA Driver's License – Desert Valleys and Matadors Proof of Property Ownership – Desert Valleys Borrower Consent to Share Credit Info Form – Desert Valleys, Matadors, and Valley Oak
<input type="checkbox"/> Copy of Utility Bill (gas and electric)	Borrower	Lender	Most recent utility bill(s) from IOU(s) providing service: PG&E, SoCal Gas, SoCal Edison, and/or SDG&E

*Lenders have alternative requirements for retirees. ^TAdditional documentation may be required. Please contact lender for more information.

2

PA Project Approval			
DOCUMENT NAME	Prepared By	Delivered To	Other Info
<input type="checkbox"/> REEL Itemized Invoice (Estimate) (Click here to download)	Contractor	Lender	Contractor provides to customer and lender prior to performing work on the property
<input type="checkbox"/> Bill Impact Estimate (Click here to download)	Contractor	Borrower	Contractor provides to customer prior to performing work on the property



LENDER APPROVES PROJECT

BEGIN PROJECT

3

PC Project Completion			
DOCUMENT NAME	Prepared By	Delivered To	Other Info
<input type="checkbox"/> REEL Itemized Invoice (Final) (Click here to download)	Contractor	Lender	Contractor provides to customer and lender.
<input type="checkbox"/> REEL Certificate of Completion (Click here to download)	Contractor	Lender	Conduct safety test (if applicable); Contractor provides document to customer and lender.

4

CF Closing & Funding			
DOCUMENT NAME	Prepared By	Delivered To	Other Info
<input type="checkbox"/> REEL Borrower Form (Click here to download)	Borrower	Lender	Form containing project certifications and privacy rights disclosures.



LENDER FUNDS LOAN