

Loan Application

Checklist

Have you:

- | | |
|----------------------------------------------------------------------------------------|--------------------------|
| Joined and paid your membership fee? | <input type="checkbox"/> |
| Signed and dated the application? | <input type="checkbox"/> |
| Completed the Income and Expenditure Assessment? | <input type="checkbox"/> |
| Provided your two months' most recent bank statements? | <input type="checkbox"/> |
| Provided the equivalent of the last two months' payslips? | <input type="checkbox"/> |
| or have provided proof of income/benefits? | <input type="checkbox"/> |
| Provided written details from landlord (If loan is for rent deposit) | <input type="checkbox"/> |
| Shown how other debts (credit card, loans, hire purchase etc., if any) are being paid? | <input type="checkbox"/> |
| Provided evidence CCJ/DRO/Bankruptcy has been addressed (if applicable)? | <input type="checkbox"/> |
| Given details about debt management plans you have agreed? | <input type="checkbox"/> |

Please tick to confirm information has been provided.

Please return to the nearest office below or to one of our local Access Points

Norfolk Office: South Norfolk House, Swan Lane,
Long Stratton, NR15 2XE
Telephone: 01508 533842
Email: norfolk@eslcu.co.uk

Head Office: 61-63 Austin Street, Ipswich, IP2 8DF
Telephone: 01473 690690
Fax: 01473 604557
E mail: office@eslcu.co.uk
www.eslcu.co.uk

Guide to making a loan application

Please read the following notes before completing your application.

1. Please complete all pages of the form. All of the information requested is essential to our ability to assess your application as swiftly as possible.
2. Complete your personal details, including information about where you used to live if you have not lived at your current address for at least three years.
3. Let us know how much you want to borrow and what you will use the money for.
4. If your loan is fully secured (i.e. you have more in shares than the loan you are applying for) you will not need to provide bank statements or proof of income. Please note your shares will be "locked in" for the duration of the loan.
5. Tell us about any County Court Judgements (CCJs) against you, if you have ever been subject to a Debt Relief Order (DRO) or declared bankrupt. Use an extra sheet of paper if you have more CCJs than there is room for on the form. Telling us about a CCJ, DRO or bankruptcy *will not prevent us offering you a loan. We will require evidence the CCJ is being addressed or the DRO has expired.* There are court imposed limits to loans we can offer to current bankrupts.
6. Let us know how you intend to repay the loan and if you would like to add to your savings. It is not essential that you add to your savings, but a track record of saving will make any future loan applications more likely to be approved and any such loans may attract a lower rate of interest.
7. Please let us know what repayment pattern you intend to make. This will ensure we draw up the loan agreement correctly. Failure to pay your loan in accordance with the loan agreement can affect your credit rating and lessen your chance of future loans.
8. Certain loan products may require repayments to be made by a particular means. For example a Payroll loan must be repaid by payroll deduction.
9. We try to determine loan applications within 7-10 days of receiving the application **and all supporting documents.**

Don't forget to sign and date the form.

10. You must also complete the Income and Expenditure form. This will help us to ensure any loan we offer is affordable. All calculations should be based on the assumption that the loan will be granted, **not** on your current circumstances. Include any payments to the credit union. Make sure realistic figures are given.
11. You must provide documentary evidence that support the calculations; these are listed just above the Income and Expenditure Form. Failure to provide this information **will delay** and may stop consideration of your application. Bank statements must be **current** and payslips must be **recent**. Bank statements must be whole and readable, with no parts must be redacted (blacked out).
12. All loans will be issued to a bank or credit union current account by bank transfer or to a Credit Union PAYG Visa card. We will issue a Credit Union Visa card free of charge for new loans.

Without **ALL** of the above actions being undertaken in full we will not be able to consider your loan application. If you are in any doubt, please do not hesitate to contact our office where a member of staff will be pleased to help you.

Loan applications will only be considered for members of the credit union. Make sure you have completed a membership application form and paid your joining fee. We will have issued you with a membership number. Only adults may apply for loans.

Loan Application

Full Name: Date of Birth: / /

Address: Post Code:

Membership Number: National Insurance Number:

Access Point: Council or Housing Association landlord name:

Type and Purpose of loan

I would like to apply for a loan of : £ Type of loan: Starter Advantage

Which will be spent on:
(Please give as much detail as possible)

I am applying for a loan secured by my shares
(I understand that I will be advised if I need to maintain my share balance during the period of my loan)

Residency and credit history

I have lived at the above address for: Years Months

If you have lived at this address for less than 3 years, please give details of previous addresses where you have lived for the last 3 years.

Address:	Postcode:	From Year:	To Year:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you had any County Court Judgements registered in your name? Y/N

Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	Creditor: <input type="text"/>	Sums: £ <input type="text"/>
Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	Creditor: <input type="text"/>	Sums: £ <input type="text"/>
Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	Creditor: <input type="text"/>	Sums: £ <input type="text"/>

Please attach a list if you have had more CCJs.

Are you subject to a Debt Relief Order? Y/N If yes, when did this expire? / /

Have you ever been declared bankrupt? Y/N If yes, when was this discharged? / /

Other information

Number of adults in household:

Number of Children:

Number of cars:

Employment status (please tick one)

Full-time employment: OR Part-time employment OR Retired

OR Unemployed OR self employed OR Student

Name of employer:

Time with current employer (Years):

Housing status (please tick one)

Owner occupier: OR Housing Association/Council

OR Private rented OR living with family OR living with friends

Repayments

I would like to repay: £ : each week/fortnight/4-week/month to my loan,

and add £ : to my savings. (It is not essential to add to your savings, but we recommend that you do)

I would prefer to make repayments by the following means: (We may require one of these as a condition of your loan)

Standing Order Payroll Benefit payment PayPoint Cash

Notifying you of your loan

Mobile: We must have a valid mobile phone number as we will notify you of a successful application by text.

Telephone:

Email: @

I give permission for a message from the credit union about this loan to be left on my answer phone/voicemail/text

The best time to contact me is: AM/PM to AM/PM

We may use credit reference and fraud prevention agencies to help us make decisions. What we do and how both we and credit reference and fraud prevention agencies will use your information is detailed in the leaflet called: **A Guide to the use of your personal information by ourselves and at Credit Reference and Fraud Prevention Agencies.**



By confirming your agreement to proceed you are accepting that we may each use your information in this way.

If a second wage, salary or benefits has been given, your partner must also sign their consent to this being taken into account.

Signature

Dated / /

^{2nd} signature This is not a joint loan application

Dated / /

Income		Frq.
Wages/salary (member)	£	
Wages/salary (partner)	£	
Private Pension	£	
State Pension	£	
Universal Credit	£	
Tax Credit (Working)	£	
Tax Credit (Child)	£	
Child Benefit	£	
JSA	£	
ESA	£	
Income Support	£	
Pension Credit	£	
PIP (was DLA)/Attendance	£	
Carer's Allowance	£	
Child Support	£	
Housing Benefit	£	
Other income (specify)	£	

Monthly equivalent Income

(A) £

Other Creditors		Repayments	Frq.
Creditor and how much you owe	£	£	
	£	£	
	£	£	
	£	£	
Total Outstanding	£	£	
Monthly repayments		(B) £	

Expenditure		Frq.
Mortgage/Rent	£	
Council Tax	£	
Water	£	
Electricity	£	
Gas	£	
Telephone	£	
Mobile phone	£	
TV Licence	£	
TV Rental	£	
House insurance	£	
Life assurance	£	
Car	£	
Travel	£	
Food/Housekeeping	£	
School dinners	£	
Clothing	£	
Entertainment	£	
Child maintenance	£	
Subscriptions	£	
Prescriptions	£	
Other (e.g. savings)	£	

Total Monthly average expenditure

(C) £

Disposable Income

A-B-C £

Income and Expenditure Assessment

By telling us your income and expenditure we can assess if the repayments proposed are affordable. Please ensure the information provided is accurate and realistic. We will use national and regional household data as an alternative if necessary.

Please tell us about debts you have with other creditors, how much and what repayments you are making.

Frequencies	Frq.
Weekly	W
Fortnightly	F
Four weekly	4
Monthly	M
Quarterly	Q
Annual	A

It is essential that you attach copies of:

- Two months' of your most recent bank statements,
- The equivalent of two months' payslips **OR**
- Proof of income (i.e. wages or benefits),
- Current statements for all outstanding debts,
- Evidence from landlord (if loan is for rent deposit),
- Evidence that a CCJ/DRO or bankruptcy has been addressed.

