

1st Mortgage Refinance Application Instructions

Attached is our **1st Mortgage Refinance** Application Package for you to review. Please read through, sign and date all disclosures. Please fill out the application in its entirety and sign and date the application. The requested documentation can all be returned to my attention either by email (brian.theoret@pbefcu.net) or via fax (475-445-1991) or via mail at the following address:

Pitney Bowes Employees Federal Credit Union
Attn: Brian Theoret
27 Waterview Drive (27-1A)
Shelton, CT 06484

Thank you and let me know if you have any questions or need assistance filling out the paperwork.

Brian Theoret

Associate Lending Officer

NMLS ID: 459478

Pitney Bowes Employees Federal Credit Union

27 Waterview Drive (27-1A)

Shelton, CT 06484

✉: brian.theoret@pbefcu.net | ☎: 203.922.4402

INSTRUCTIONS FOR MORTGAGE LOANS

First Mortgage Refinance (Plus Closing Costs)

Complete the entire enclosed application form, beginning with the Borrower Information Section.

Be sure that each borrower signs the application.

If you are relying on another person's income to qualify for this loan, they must also complete and sign the application.

You must provide the Credit Union with the following documentation at the Time of application:

- **The completed application**
- **A copy of the deed to the property**
- **Signed Servicing Disclosure Statement**
- **Signed Connecticut Attorney Selection**
- **Signed Authorization For Release of Payoff Information**
- **Signed Features Page**
- **Signed Electronic Disclosure Agreement**
- **Copy of your current bank statement(s) showing all assets**
- **Copy of your current mortgage statement(s) showing the balance(s) of all 1st Mortgage(s) / Home Equity Loan(s) / HELOC(s)**
- **Income Tax Returns for two most recent years including Schedule C for Self Employment and Schedule E for Real Estate Income**
- **Copy of your W2s or Paystubs for current employment**

(NOTE) You are not required to provide income verification before you receive a Loan Estimate from us. Doing so would be voluntary.

- **A copy of the insurance coverage for the property, including flood insurance if applicable**

Annual premium for home owners (hazard) insurance	\$
Annual premium for flood insurance (if applicable)	\$
Annual Property taxes	\$
Monthly Condo Association Fee (if applicable)	\$
Email Address:	

Once the documents have been received and your application has been reviewed, you will be contacted as to what the next step will be.

A Loan Estimate of closing costs will be sent to your home address once the application has been received.

If you have any questions concerning this matter, please call the Credit Union Loan Department at (203) 356-5964.

Nationwide Mortgage Licensing System and Registry:

Brian P. Theoret – NMLS ID: 459478

Linda Alexander – NMLS ID: 459479

Dennis L. Cottrell – NMLS ID: 525985

PITNEY BOWES EMPLOYEES FEDERAL CREDIT UNION

SERVICING DISCLOSURE STATEMENT NOTICE TO FIRST LIEN MORTGAGE LOAN APPLICANTS: THE RIGHT TO COLLECT YOUR MORTGAGE LOAN PAYMENTS MAY BE TRANSFERRED.

You are applying for a mortgage loan covered by the Real Estate Settlement Procedures Act (RESPA) (12 U.S.C. 2601 et seq.). RESPA gives you certain rights under Federal law. This statement describes whether the servicing for this loan may be transferred to a different loan servicer. "Servicing" refers to collecting your principal, interest, and escrow payments, if any, as well as sending any monthly or annual statements, tracking account balances, and handling other aspects of your loan. You will be given advance notice before a transfer occurs.

Servicing Transfer Information

- ☐ We may assign, sell, or transfer the servicing of your loan while the loan is outstanding, or
- ☐ We do not service mortgage loans of the type for which you applied. We intend to assign, sell, or transfer the servicing of your mortgage loan before the first payment is due, or
- ☒ The loan for which you have applied will be serviced at this financial institution and we do not intend to sell, transfer, or assign the servicing of the loan.

Acknowledgment of Mortgage Loan Applicant

I/We have read this disclosure form, and understand its contents, as evidenced by my/our signatures below.

I/We understand that this acknowledgment is a required part of the mortgage loan.

Date

Applicant Signature

Date

Applicant Signature

CONNECTICUT ATTORNEY SELECTION

You have the right to select an attorney to represent you in this transaction. If you engage an attorney of your choice, it will be at your own expense. As required by Connecticut General Statutes 49-6d, this is also to advise you that:

1. You may have legal interests that differ from those of Pitney Bowes Employees Federal Credit Union, The creditor in this transaction;
2. Pitney Bowes Employees Federal Credit Union does not require that you be represented by their attorney;
3. You may waive your right to be represented by an attorney; and
4. You may direct any complaints concerning violations of this section to the Connecticut Department of Banking.

I/We hereby acknowledge receipt of this disclosure.

Date

Applicant Signature

Date

Applicant Signature

AUTHORIZATION FOR RELEASE OF PAYOFF INFORMATION

TO: _____

FROM: _____

LOAN NUMBER: _____

This is to authorize you to release any and all information regarding the above loan that may be required, including payoff requests, to any representative of the law firm checked below:

☒ Fiore and Fiore, P.C. – 2 Lovatt Street
Norwalk, CT 06851

☐ Law Firm of Francis J Browne, Esquire, P.C. – 1700 Bedford Street
Suite 204
Stamford, CT 06901

Date

Applicant Signature

Date

Applicant Signature

Pitney Bowes Employees Federal Credit Union
DISCLOSURE STATEMENT AND FEATURES
OF THE FIXED RATE MORTGAGE

RATE COMMITMENT: The Credit Union will commit to the rate quoted at the time of application for a period of 60 days. The member will have a total of 60 days from the date of application to close the loan. If the rate increases within a 60-day period, the borrower will get the rate at the time of application. If the rate increases after the 60th day from application, the member will pay the higher rate. If the rate goes down at any time during the 60-day period, the member will pay the lower rate. If the loan is not completed within 60 days due to the fault of the borrower, the loan will be considered canceled.

SECURITY INTEREST: We will take a mortgage on your home. You may lose your home if you do not meet the obligations in your agreement with us.

TAX DEDUCTIBILITY: You should consult a tax advisor regarding the deductibility of interest and charges for the loan.

LATE CHARGES: Loan payments will be due on the 15th of each month. There will be a 15-day grace period after which a late charge equal to 5.0% (2% in the state of New York per state law restrictions) of the payment amount with a \$10.00 minimum will be assessed.

CLOSING COSTS: The member is responsible for all closing costs associated with this mortgage. The closing costs will include the following items but not limited to: Attorneys fees, title insurance, title search, flood certification, appraisal fee and miscellaneous filing fees. An estimate of the closing costs will be sent to you after your application has been received here at the credit union. Your Loan Estimate of Closing Costs will be mailed to your home address within 3 days of your application being received at the credit union.

APPRAISAL: We may order an appraisal to determine the property's value and charge you for this appraisal. We will promptly give you a copy of any appraisal, even if your loan does not close. You can pay for an additional appraisal for your own use at your own cost. If a member's application is declined by the Credit Union or withdrawn by the member after the appraisal has been performed, the member will reimburse the Credit Union for the cost incurred for the appraisal. Once the member reimburses the Credit Union for the fee for the appraisal, the member will be given a copy of the appraisal.

I/We have read this disclosure form, and understand its contents, as evidenced by my/our signatures below **AND** I/We understand that this acknowledgment is required as part of the mortgage loan.

Date

Applicant Signature

Date

Applicant Signature

Please make photo copies for your records

Electronic Disclosure Agreement
Pitney Bowes Employees Federal Credit Union
AGREEMENT TO RECEIVE DISCLOSURES ELECTRONICALLY

This Agreement to Receive Communications Electronically (“Agreement”) addresses the circumstances under which you agree to receive, in electronic form, information that we are required by law to provide to you in writing in connection with your real estate loan application with Pitney Bowes Employees Federal Credit Union (PBEFCU).

For the purposes of this Agreement, the words “you” and “your” mean the primary accountholder and all joint accountholders. The words “we,” “us,” and “our” means Pitney Bowes Employees Federal Credit Union. “Account(s)” mean the account(s) you have with us. “Communications” means any account agreements or amendments thereto, authorization, disclosure, notice, or other information related to the product, service or Account(s), including but not limited to information that we are required by law to provide to you in writing.

We are required to obtain your consent before delivering Communications electronically. You understand that your consent also permits us to electronically deliver to you, initially and on an ongoing basis, all future Communications related to your real estate loan application with us. Please read this Agreement carefully before giving consent.

Consent to Receive Disclosures Electronically and Scope of Consent. By signing below, you are affirmatively consenting to receive Communications related to your real estate loan application with us in electronic format, and that we may discontinue sending paper Communications to you, unless and until you withdraw your consent as described below. Your consent to receive electronic Communications and transactions includes, but is not limited to:

- All legal and regulatory disclosures and Communications associated with the Account. As an example, we may make available electronically disclosures required by the Truth-in-Lending Act
- Notices or disclosures about a change in the terms of your Account or associated fees or charges
- Privacy policies and notices
- Other Communications we may include from time to time as part of the electronic delivery of disclosures and notices program

Method of Providing Communications to You in Electronic Form: All Communications that we provide to you in electronic form will be provided via Email; (2) by requesting you download a Portable Document File (PDF) containing the Communication.

How to Withdraw Consent: You may withdraw your consent to receive Communications in electronic form at any time by providing a written notice to us at PBEFCU, 27 Waterview Drive (27-1A), Shelton, CT 06484. At our option, we may treat your provision of an invalid email address, or the subsequent malfunction of a previously valid address, as a withdrawal of your consent to receive electronic Communications. We will not impose any fee to process the withdrawal of your consent to receive electronic Communications. Any withdrawal of your consent to receive electronic Communications will be effective only after we have a reasonable period of time to process your withdrawal and will mean that you will no longer receive electronic Communications.

Valid Email Address: You agree to provide us with and maintain a valid email address. You may update your email address from the Options menu in Home Banking at any time. We are not liable for any third-party incurred fees, other legal liability, or any other issues or liabilities arising from disclosures or notifications sent to an invalid or inactive email address that you have provided.

Hardware and Software Requirements: In order to access and view electronic Communications, you must have an Internet-capable computer with the ability to view files in PDF format as supported by version 6 or greater of [Adobe Acrobat Reader](http://get.adobe.com/reader) (<http://get.adobe.com/reader>). In addition, you must have a printer capable of printing any Communications that are made available on our website and/or e-mailed to you. Alternatively, you must have and maintain the ability to electronically save and visually display on your computer screen any Communications that are made available to you and/or e-mailed to you.

By maintaining access to internet service providers and electronic e-mail you may incur charges from internet service providers and local telephone companies. PBEFCU will not be responsible for the costs associated with electronic access; these costs are your responsibility. You understand that we do not make any warranties on equipment, hardware, software, internet service provider, or any part of them, expressed or implied, including, without limitation, any warranties of merchantability or fitness of any particular purpose.

Your Right to Receive Paper Communications: We will not send you a paper copy of any Communication from us, unless you request it or we otherwise deem it appropriate to do so. You can obtain a paper copy of an electronic Communication by printing it yourself or by contacting us by telephone at (800) 356-5965, or by writing to us at PBEFCU, 27 Waterview Drive (27-1A), Shelton, CT 06484 and identifying the specific record requested, provided that such request is made within a reasonable time after we first provided the electronic Communication to you. A fee to request paper copies of Communication may be imposed as set forth in our Schedule of Fees and Charges.

Communications in Writing: All Communications in either electronic or paper format from us to you will be considered “in writing.” You should print or download for your records a copy of this Agreement and any other Communication that is important to you.

Federal Law: You acknowledge and agree that your consent to electronic Communications is being provided in connection with a transaction affecting interstate commerce that is subject to the federal Electronic Signatures in Global and National Commerce Act (ESIGN), “Act,” and that you and we both intend that the Act apply to the fullest extent possible to validate our ability to conduct business with you by electronic means.

Termination/Changes: We reserve the right, in our sole discretion, to discontinue the provision of your electronic Communications, or to terminate or change the terms and conditions on which we provide electronic Communications. We will provide you with notice of any such termination or change as required by law.

Agreement: By signing below you affirmatively consent to receive, and acknowledge that you can receive, access and retain electronically Communications. You acknowledge that you have read and agree to the terms in this “AGREEMENT TO RECEIVE DISCLOSURES ELECTRONICALLY” and that your computer system meets the minimum system requirements described in this Agreement.

Date

Applicant Signature

Date

Applicant Signature

Please make photo copies for your records

Uniform Residential Loan Application

This application is designed to be completed by the applicant(s) with the Lender's assistance. Applicants should complete this form as "Borrower" or "Co-Borrower," as applicable. Co-Borrower information must also be provided (and the appropriate box checked) when ☐ the income or assets of a person other than the Borrower (including the Borrower's spouse) will be used as a basis for loan qualification or ☐ the income or assets of the Borrower's spouse or other person who has community property rights pursuant to state law will not be used as a basis for loan qualification, but his or her liabilities must be considered because the spouse or other person has community property rights pursuant to applicable law and Borrower resides in a community property state, the security property is located in a community property state, or the Borrower is relying on other property located in a community property state as a basis for repayment of the loan.

If this is an application for joint credit, Borrower and Co-Borrower each agree that we intend to apply for joint credit (sign below):

Borrower		Co-Borrower	
I. TYPE OF MORTGAGE AND TERMS OF LOAN			
Mortgage Applied for:	<input type="checkbox"/> VA <input type="checkbox"/> FHA	<input type="checkbox"/> Conventional <input type="checkbox"/> USDA/Rural Housing Service	<input type="checkbox"/> Other (explain): Agency Case Number Lender Case Number

Amount \$	Interest Rate %	No. of Months	Amortization Type: <input type="checkbox"/> Fixed Rate <input type="checkbox"/> GPM	<input type="checkbox"/> Other (explain): <input type="checkbox"/> ARM (type):
-----------	-----------------	---------------	--	---

II. PROPERTY INFORMATION AND PURPOSE OF LOAN			
Subject Property Address (street, city, state & ZIP)	No. of Units		
Legal Description of Subject Property (attach description if necessary)	Year Built		
Purpose of Loan <input type="checkbox"/> Purchase <input type="checkbox"/> Refinance	<input type="checkbox"/> Construction <input type="checkbox"/> Construction-Permanent	<input type="checkbox"/> Other (explain):	Property will be: <input type="checkbox"/> Primary Residence <input type="checkbox"/> Secondary Residence <input type="checkbox"/> Investment

Complete this line if construction or construction-permanent loan.

Year Lot Acquired	Original Cost \$	Amount Existing Liens \$	(a) Present Value of Lot \$	(b) Cost of Improvements \$	Total (a + b) \$
-------------------	---------------------	-----------------------------	--------------------------------	--------------------------------	---------------------

Complete this line if this is a refinance loan.

Year Acquired	Original Cost \$	Amount Existing Liens \$	Purpose of Refinance	Describe Improvements Cost: \$	<input type="checkbox"/> made <input type="checkbox"/> to be made
---------------	---------------------	-----------------------------	----------------------	-----------------------------------	--

Title will be held in what Name(s)	Manner in which Title will be held	Estate will be held in: <input type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold (show expiration date)
Source of Down Payment, Settlement Charges, and/or Subordinate Financing (explain)		

Borrower		III. BORROWER INFORMATION				Co-Borrower	
Borrower's Name (include Jr. or Sr. if applicable)				Co-Borrower's Name (include Jr. or Sr. if applicable)			
Social Security Number	Home Phone (incl. area code)	DOB (mm/dd/yyyy)	Yrs. School	Social Security Number	Home Phone (incl. area code)	DOB (mm/dd/yyyy)	Yrs. School
<input type="checkbox"/> Married <input type="checkbox"/> Separated		<input type="checkbox"/> Unmarried (include single, divorced, widowed)		<input type="checkbox"/> Married <input type="checkbox"/> Separated		<input type="checkbox"/> Unmarried (include single, divorced, widowed)	
Dependents (not listed by Co-Borrower) no. ages				Dependents (not listed by Borrower) no. ages			
Present Address (street, city, state, ZIP) <input type="checkbox"/> Own <input type="checkbox"/> Rent ____ No. Yrs.				Present Address (street, city, state, ZIP) <input type="checkbox"/> Own <input type="checkbox"/> Rent ____ No. Yrs.			
Mailing Address, if different from Present Address				Mailing Address, if different from Present Address			

If residing at present address for less than two years, complete the following:

Former Address (street, city, state, ZIP) <input type="checkbox"/> Own <input type="checkbox"/> Rent ____ No. Yrs.	Former Address (street, city, state, ZIP) <input type="checkbox"/> Own <input type="checkbox"/> Rent ____ No. Yrs.
---	---

Borrower		IV. EMPLOYMENT INFORMATION		Co-Borrower	
Name & Address of Employer <input type="checkbox"/> Self Employed		Yrs. on this job Yrs. employed in this line of work/profession	Name & Address of Employer <input type="checkbox"/> Self Employed		Yrs. on this job Yrs. employed in this line of work/profession
Position/Title/Type of Business	Business Phone (incl. area code)		Position/Title/Type of Business	Business Phone (incl. area code)	

If employed in current position for less than two years or if currently employed in more than one position, complete the following:

Borrower		IV. EMPLOYMENT INFORMATION (cont'd)		Co-Borrower	
Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from – to)	Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from – to)
		Monthly Income			Monthly Income
		\$			\$
Position/Title/Type of Business		Business Phone (incl. area code)	Position/Title/Type of Business		Business Phone (incl. area code)
Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from – to)	Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from – to)
		Monthly Income			Monthly Income
		\$			\$
Position/Title/Type of Business		Business Phone (incl. area code)	Position/Title/Type of Business		Business Phone (incl. area code)

V. MONTHLY INCOME AND COMBINED HOUSING EXPENSE INFORMATION						
Gross Monthly Income	Borrower	Co-Borrower	Total	Combined Monthly Housing Expense	Present	Proposed
Base Empl. Income*	\$	\$	\$	Rent	\$	
Overtime				First Mortgage (P&I)		\$
Bonuses				Other Financing (P&I)		
Commissions				Hazard Insurance		
Dividends/Interest				Real Estate Taxes		
Net Rental Income				Mortgage Insurance		
Other (before completing, see the notice in "describe other income," below)				Homeowner Assn. Dues		
				Other:		
Total	\$	\$	\$	Total	\$	\$

* Self Employed Borrower(s) may be required to provide additional documentation such as tax returns and financial statements.

Describe Other Income

Notice: Alimony, child support, or separate maintenance income need not be revealed if the Borrower (B) or Co-Borrower (C) does not choose to have it considered for repaying this loan.

B/C		Monthly Amount
		\$

VI. ASSETS AND LIABILITIES

This Statement and any applicable supporting schedules may be completed jointly by both married and unmarried Co-Borrowers if their assets and liabilities are sufficiently joined so that the Statement can be meaningfully and fairly presented on a combined basis; otherwise, separate Statements and Schedules are required. If the Co-Borrower section was completed about a non-applicant spouse or other person, this Statement and supporting schedules must be completed about that spouse or other person also.

Completed ☐ Jointly ☐ Not Jointly

ASSETS		Cash or Market Value	LIABILITIES		Monthly Payment & Months Left to Pay	Unpaid Balance
Description			Liabilities and Pledged Assets. List the creditor's name, address, and account number for all outstanding debts, including automobile loans, revolving charge accounts, real estate loans, alimony, child support, stock pledges, etc. Use continuation sheet, if necessary. Indicate by (*) those liabilities, which will be satisfied upon sale of real estate owned or upon refinancing of the subject property.			
Cash deposit toward purchase held by:		\$	Name and address of Company		\$ Payment/Months	\$
List checking and savings accounts below						
Name and address of Bank, S&L, or Credit Union			Name and address of Company			
Acct. no.		\$	Acct. no.			
Name and address of Bank, S&L, or Credit Union			Name and address of Company		\$ Payment/Months	\$
Acct. no.		\$	Acct. no.			
Name and address of Bank, S&L, or Credit Union			Name and address of Company		\$ Payment/Months	\$
Acct. no.		\$	Acct. no.			

VI. ASSETS AND LIABILITIES (cont'd)

Name and address of Bank, S&L, or Credit Union		Name and address of Company		\$ Payment/Months	\$
Acct. no.	\$	Acct. no.			
Stocks & Bonds (Company name/ number & description)	\$	Name and address of Company	\$ Payment/Months	\$	
		Acct. no.			
Life insurance net cash value	\$	Name and address of Company	\$ Payment/Months	\$	
Face amount: \$					
Subtotal Liquid Assets	\$				
Real estate owned (enter market value from schedule of real estate owned)	\$				
Vested interest in retirement fund	\$				
Net worth of business(es) owned (attach financial statement)	\$	Acct. no.			
Automobiles owned (make and year)	\$	Alimony/Child Support/Separate Maintenance Payments Owed to:	\$		
Other Assets (itemize)	\$	Job-Related Expense (child care, union dues, etc.)	\$		
		Total Monthly Payments	\$		
Total Assets a.	\$	Net Worth (a minus b) ▶	\$	Total Liabilities b.	\$

Schedule of Real Estate Owned (If additional properties are owned, use continuation sheet.)

Property Address (enter S if sold, PS if pending sale or R if rental being held for income)	Type of Property	Present Market Value	Amount of Mortgages & Liens	Gross Rental Income	Mortgage Payments	Insurance, Maintenance, Taxes & Misc.	Net Rental Income
▼		\$	\$	\$	\$	\$	\$
Totals		\$	\$	\$	\$	\$	\$

List any additional names under which credit has previously been received and indicate appropriate creditor name(s) and account number(s):

Alternate Name	Creditor Name	Account Number

VII. DETAILS OF TRANSACTION		VIII. DECLARATIONS				
a. Purchase price	\$	If you answer "Yes" to any questions a through i, please use continuation sheet for explanation. a. Are there any outstanding judgments against you? b. Have you been declared bankrupt within the past 7 years? c. Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years? d. Are you a party to a lawsuit? e. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment? (This would include such loans as home mortgage loans, SBA loans, home improvement loans, educational loans, manufactured (mobile) home loans, any mortgage, financial obligation, bond, or loan guarantee. If "Yes," provide details, including date, name, and address of Lender, FHA or VA case number, if any, and reasons for the action.)	Borrower Yes No		Co-Borrower Yes No	
b. Alterations, improvements, repairs			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Land (if acquired separately)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Refinance (incl. debts to be paid off)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Estimated prepaid items			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Estimated closing costs			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. PMI, MIP, Funding Fee						
h. Discount (if Borrower will pay)						
i. Total costs (add items a through h)						

CONTINUATION SHEET/RESIDENTIAL LOAN APPLICATION			
Use this continuation sheet if you need more space to complete the Residential Loan Application. Mark B for Borrower or C for Co-Borrower.	Borrower:		Agency Case Number:
	Co-Borrower:		Lender Case Number:

I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United States Code, Section 1001, et seq.

Borrower's Signature X	Date	Co-Borrower's Signature X	Date
----------------------------------	------	-------------------------------------	------