



HOPI CREDIT ASSOCIATION

Home Construction/Improvement, Mobile Home and Business Loan Checklist

I. General Eligibility:

- Must be 18 years of age and an enrolled member of the Hopi Tribe
- Must reside within the boundaries of the Hopi Reservation full time (*Off reservation enrolled members may be eligible for the home const./imp. loan only for a residence located within the boundaries of the Hopi Reservation with the home secured as collateral)

II. Requirements for all loan requests:

- Loan Application – must be completely filled out, signed and dated by applicant(s)
- References - must be completed
- Map to residence – must be completed
- Make copies and attach the following documents for applicant and co-applicant:
 - Verification of Tribal Enrollment – CIB or Tribal ID (**Primary Applicant Only**)
 - Employment contract or term employee verification – if applicable
- Income Verification:
 - Copy of recent check stub (3 or more if hours vary) *or*
 - Last 6 months of self-employment records or tax return *or*
 - Letter of monthly income amount or bank statement if direct deposited

III. Additional documents/requirements for type of loan:

HOME CONSTRUCTION/IMPROVEMENT (7.25-9.0% determined by credit history)

- Must have been employed a minimum of 2 years/eligibility based on credit history
- Land assignment/map of location
- Floor plan showing dimensions, square footage, and proposed addition/changes, if applicable
- Cost estimates of labor and building materials
- Proposed work agreement between contractor/applicant
- Photo of existing home, if applicable
- Completion of Home Buyer Education Course – provided by HCA

MOBILE HOME (10.0%)

- Must have been employed a minimum of 2 years
- Land assignment/map of location
- Mobile home quote (include floor plan)
- Must include photo of mobile home (inside and outside) for each quote

BUSINESS (10.0%)

- Business plan, goods and services, projections, experience, market study, etc.
- Quotes for purchase of raw material, tools or equipment
- Hopi Tribal Business License
- Microenterprise:
 - Verifiable, simple records of purchases and sales
 - Hopi Tribal Business License and/or Peddlers Permit

IV. If loan request is approved, you will be required to:

- Pay a 1.5% loan fee (1.5% of the amount of loan) and filing, credit check and application fees;
- Purchase shares (one share for every hundred dollars of loan: 1 share = \$3.00);
- Provide collateral equal to or greater to secure amount of loan.