



Submitting A Full Loan Application

A Full Loan Application must be submitted only when the CU asks you to provide one. To learn how to apply for a loan please see [Applying for a Loan](#).

The following steps are required to submit a Full Loan Application. Each step is described in detail later.

- A. Complete the Loan Application
- B. Authorize Fee Payment for the Full Loan Application
- C. Submit the Loan Application and supporting documentation to the CU Houston office
- D. Receive Confirmation of Receipt of your Full Loan Application
- E. Receive Loan Application Decision

Please see the CU contact information below if you have any questions.

CU website	www.JafariCU.com
Email	Info@JafariCU.com
Phone	866 341-1214 (Toll Free) and 281-616-3307 Please leave a voice mail and someone will get back to you. Note that the CU Houston office is open Sundays only, 11:30 am – 1:15 pm.
Fax	281-915-4375
CU Houston Office Address	2323 South Voss Rd, Suite 390, Houston, TX 77057
CU Houston Office Hours	Sundays only, 11:30 am – 1:15 pm

Loan Fees

Full Loan Application Fee: \$50 per application. This fee is **non-refundable**.

Lien Recording Fee: The CU will charge any fees incurred by the CU for recording the title lien for a vehicle. The current title fee in Texas is \$35-40.

Late Payment Fee: The CU will charge a fee of \$10 once per month if the borrower’s full monthly payment is not received by the due date. This fee will be deducted from the member’s CU Share Savings account.

STEP A – COMPLETE THE LOAN APPLICATION

Below is a link to the PDF version of the Loan Application form.

[Loan Application](#)

You can print out the form and fill out by hand or you can fill out most of the form on your computer and then print it for signatures. **NOTE:** If you have to make any corrections please use a new form. A form that has any hand corrections cannot be accepted.

All information must be clearly readable. When providing names of individuals please provide the full name. If filling out by hand please use a black or dark blue pen to ensure the writing is visible. Below are some notes for filling out the Loan Application. Please contact a credit union staff member if you have any questions.

Section **Married Applicants, Individual Credit and Joint Credit**

Please review the information, at the top of the application, for **Married Applicants, Individual Credit and Joint Credit**. You must decide whether you want to apply for Individual Credit or Joint Credit.

NOTE: If you have a joint CU Savings account but want to apply for a loan on your own you must first open your own, separate CU Savings account.

The Applicant and any Co-Applicant must be members of the CU.

Section **LOANLINER Account/Loan** LOANLINER Account/Loan: Individual Joint

- a. Write X in either the **Individual** or **Joint** box.
- b. Fill out the Amount Requested.
- c. For **Purpose/Collateral**, please indicate the type of loan. Example: College Student Loan, Auto, Mortgage. After the type of loan, if you choose to provide any collateral, please describe the collateral. Example Auto, Shares (funds).
- d. For Repayment please select how you will repay. **NOTE: The CU does not offer Payroll Deduction or Military Allotment.** The CU prefers you pay by **Automatic Payment** but you can choose to pay in Cash or by mailing a check to the CU's Houston office. Any Cash payments must be made in person at the CU office during the CU's normal office hours. The CU staff can tell you about the various **Automatic Payment** options available.

Section **PAYMENT PROTECTION** PAYMENT PROTECTION

The CU does not offer this service. Please enter X in the **No** box.

Section **APPLICANT** APPLICANT

Fill out the information about the applicant.

- a. ACCOUNT NUMBER is your CU Saving Account Number.
- b. BUSINESS PHONE/EXT is required if you work.
- c. For security reasons, please leave SOCIAL SECURITY NUMBER, DRIVER'S LICENSE NUMBER and BIRTH DATE blank.

Section APPLICANT's **EMPLOYMENT/INCOME** EMPLOYMENT/INCOME

Fill out the information about the applicant's Employment and Other Income.

Section APPLICANT's **REFERENCE** REFERENCE

Fill out information about the applicant's REFERENCE. Please provide a Cell/Mobile Number also or instead of HOME PHONE.

Section **OTHER** OTHER CO-APPLICANT SPOUSE OTHER

If submitting a Joint application please provide information about the Co-Applicant.

- a. If the Co-Applicant is your spouse, write X in the **SPOUSE** box. Otherwise, write X in the **OTHER** box.
- b. BUSINESS PHONE/EXT is required if you work.
- c. For security reasons, please leave SOCIAL SECURITY NUMBER, DRIVER'S LICENSE NUMBER and BIRTH DATE blank.

Section OTHER's **EMPLOYMENT/INCOME**

EMPLOYMENT/INCOME

Fill out the information about the Co-Applicant's Employment and Other Income.

Section OTHER's **REFERENCE**

REFERENCE

Fill out information about the Co-applicant's REFERENCE. Please provide a Cell/Mobile Number also or instead of HOME PHONE.

Section **WHAT YOU OWE**

WHAT YOU OWE

List any amounts you owe to anyone other than Jafari No-Interest CU.

For each item, list the type of Loan (e.g. AUTO, STUDENT), the name of the CREDITOR, the INTEREST RATE, the PRESENT BALANCE, and the MONTHLY PAYMENT. Also, write X in the appropriate boxes to indicate who owes this amount. Write X in both boxes if the amount is owed jointly.

Section **LIST ANY NAMES**

LIST ANY NAMES UNDER WHICH YOUR CREDIT REFERENCES AND CREDIT HISTORY CAN BE CHECKED:

If applicable, write any other names that can be used to check your credit references and credit history.

Section **WHAT YOU OWN**

WHAT YOU OWN

List any assets you own.

For each item, include the type of Asset (e.g. House, Investment Account), the name of the Financial Institution or the address of the real estate property, and an estimate of the MARKET VALUE. Write an X to the left of the YES or NO box to indicate if the asset is pledged as Collateral for another loan.

Also, write X in the appropriate boxes to indicate who owns the asset. Write X in both boxes if the amount is owned jointly.

Section **OTHER INFORMATION ABOUT YOU**

OTHER INFORMATION ABOUT YOU

Write X in the APPLICANT and OTHER boxes for each question.

APPLICANT

OTHER



Section STATE LAW NOTICES	STATE LAW NOTICES
Please review this section for any State-specific Notices.	
Section SIGNATURES	SIGNATURES
Please print the Application and sign it. The Application must be signed by both Applicants for Joint application.	
NOTE: (SEAL) is not required.	

STEP B – AUTHORIZE FEE

FEE FOR THE FULL LOAN APPLICATION

The fee is \$50 and is **non-refundable**. Please ensure your Savings Account has sufficient funds to pay the fee.

The Fee Payment Authorization can be submitted via the Online Banking’s Secure Mail. Or, you can submit it in person or by fax, using the Fee Payment Form – please see the instructions below.

Send Secure Mail to authorize Fee Payment

Please see the CU’s [Online Banking Help](#) about how to use Secure Mail. In the Secure Mail, please type **Fee Payment** in the message’s **Topic**, and type the following in the **Message** section: (you can copy/paste the text below):

FEE: I authorize the CU to deduct the Full Loan Application Fee of **\$50** from my Savings account.

Fee Payment Form to authorize Fee Payment

Please print or write the following information on a plain piece of paper, and sign it. **NOTE:** Co-Applicant information is required for joint applications only.

JAFARI NO-INTEREST CREDIT UNION FEE PAYMENT FORM	
CU Account Number:	Date:
Applicant Name:	Co-Applicant Name:
FEE: I/We authorize the CU to deduct the Full Loan Application Fee of \$50 from my/our CU account.	
Applicant Signature:	Co-Applicant Signature:



STEP C – SUBMIT THE LOAN APPLICATION AND SUPPORTING DOCUMENTATION TO THE CU HOUSTON OFFICE

The Loan Application and the supporting documentation must be submitted to the CU's Houston office.

Supporting Documentation

The following documents must be submitted with your Loan Application:

1. Loan statement/screenshot for the existing loan, showing the loan's current balance, interest rate, monthly payment and the most recent 6 months of payment history. If you have multiple student loans you can include information about all your student loans as long as the current balance, interest rate and monthly payment for the specific loan you are applying for is included.
2. Recent proof of income. Example: Pay stub for employment income, recent federal income tax return and recent business bank statements for self-employed, investment account statement for investment income.
3. Three months of recent bank statements for bank/credit union accounts other than this CU. The statements must demonstrate the member's income and also the member's payments for the existing loan.
4. If the collateral is an automobile the member must provide proof of insurance and payoff statement from the current lender. Also, please provide a picture of the car and a picture of the odometer (current miles).
5. If the collateral is member shares (funds) the member(s) providing the collateral amount must show a recent bank/credit union statement showing funds are available.
6. The Fee Payment form from STEP B above, if using the paper Fee Payment Form.

Sending the documents to the CU

The CU will email a web link to you to allow you to securely upload the loan application and other documents to the CU's Houston Office. The CU uses Citrix Sharefile for this purpose.

You can also deliver the documents in person to the CU Houston office, during the CU's normal office hours, or fax the documents to the CU. Please see the CU Contact Information above.

STEP D – RECEIVE CONFIRMATION OF RECEIPT FOR YOUR FULL LOAN APPLICATION

The CU will send you an email or Secure Message to confirm the receipt of your Full Loan Application. This may take 7-10 days. Please contact the CU if you don't receive the confirmation after 10 days.

STEP E – RECEIVE LOAN APPLICATION DECISION

The CU's Credit Committee will evaluate your Full Loan Application and the other documents to determine if the loan application should be approved or denied. The Credit Committee may require more information and/or a personal interview.

This may take 3-4 weeks. Please contact the CU if you don't hear from the CU in 4 weeks.