

**STANDING CHAPTER 13 TRUSTEE**

P.O. Box 1169  
Denver, CO 80201-1169  
(303) 830-1971 phone  
(303) 830-1973 fax

\*\*\*\*\*E-MAIL TO: [appstoincur@ch13colorado.com](mailto:appstoincur@ch13colorado.com)\*\*\*\*\*

**INFORMATION SHEET FOR OUTSIDE LOAN APPLICATIONS**

Your name: \_\_\_\_\_

Your case number: \_\_\_\_\_

The attached form must be completed in full before being returned to the Trustee's office.

**PLEASE REMEMBER THE FOLLOWING:**

1. A response will generally be provided within five to ten (5-10) business days from the receipt of the completed application and supporting documentation.
2. Your proposed lender must complete and sign their section of the application with you.
3. After you have worked with your lender you must see your attorney and have them review your application and supporting documentation. You may need to amend your budget as filed with the Court. The Trustee will not review your application without prior review from your attorney.
4. The trustee will not review incomplete applications.

**AMONG THE FACTORS CONSIDERED BY THE TRUSTEE IN REVIEWING THE APPLICATION:**

1. Whether you have enough income to cover the monthly payment on the new loan.
2. The dividend being paid to your unsecured creditors.
3. The length of the Chapter 13 Plan.
4. Whether you are current on your Plan payments.
5. The age of your Chapter 13 case and your performance under the Plan.
6. The monthly payment and interest rate of the loan.

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### **Application for Outside Loan Checklist**

**Based upon the type of loan you are pursuing, you must include with your application the following documents.**

#### **Mortgage for the Purchase of a Home**

1. Real estate contract
2. Truth-In-Lending Statement, Good Faith Estimate, HUD-1 Form
3. Copies of pay stubs for the two (2) most recent pay periods
4. Source of funds affidavit (if you are making a down payment)
5. Amended Schedules I and J to be filed with the Court
6. Completed Outside Loan Application

#### **Refinancing Existing Mortgage on Home**

1. Truth-In-Lending Statement, Good Faith Estimate, HUD-1 Form
2. Copies of pay stubs for the two (2) most recent pay periods
3. Source of funds affidavit (if you are making a down payment)
4. Amended Schedules I and J (if Plan is being paid in full with the refinancing then the Schedules do not need to be filed with the Court)
5. Completed Outside Loan Application

#### **Automobile Purchase**

1. Copy of the proposed contract
2. Copies of pay stubs for the two (2) most recent pay periods
3. Amended Schedules I and J to be filed with the Court
4. Completed Outside Loan Application

#### **Student Loan**

1. Completed Outside Loan Application
2. Copy of the Student Loan Application

#### **Emergency Loans and Miscellaneous Loans**

1. Copy of the proposed contract
2. Copies of pay stubs for the two (2) most recent pay periods
3. Completed Outside Loan Application

**APPLICATION FOR PURCHASING REAL PROPERTY**

**Part A** (to be completed by applicant)

Name: \_\_\_\_\_

Do you presently own any real estate? \_\_\_\_\_

If yes, what is the current use of the property? \_\_\_\_\_

Do you currently rent where you live? \_\_\_\_\_

Monthly rental payment \$ \_\_\_\_\_

**Part B** (to be completed by applicant and lender)

Address of property to be purchased:  
\_\_\_\_\_

Purchase price \$ \_\_\_\_\_

Down payment amount \$ \_\_\_\_\_

Source of down payment \_\_\_\_\_

Total loan amount \$ \_\_\_\_\_

Total monthly payment (include PITI) \$ \_\_\_\_\_

Homeowner's Association dues \$ \_\_\_\_\_ (monthly/quarterly/yearly)

Interest rate for fixed rate mortgage \_\_\_\_\_%

Beginning interest rate for ARM \_\_\_\_\_%

Yearly adjustment \_\_\_\_\_ Total cap \_\_\_\_\_%

Type of loan: VA \_\_\_\_\_ FHA \_\_\_\_\_ Conventional \_\_\_\_\_ Other \_\_\_\_\_

I certify that the Part B information is true and correct.

\_\_\_\_\_  
Signature of mortgage company representative                      Date  
Phone number \_\_\_\_\_  
E-mail \_\_\_\_\_

\_\_\_\_\_  
Signature of borrower

**APPLICATION TO REFINANCE AN EXISTING MORTGAGE**

**Part A** (to be completed by the applicant)

Name: \_\_\_\_\_

Is this a refinance or second mortgage? \_\_\_\_\_

Address of property to be refinanced:

\_\_\_\_\_

**Part B** (to be completed by applicant and lender)

1<sup>st</sup> mortgage holder \_\_\_\_\_  
Principal balance \$ \_\_\_\_\_ Current interest rate \_\_\_\_\_%  
Monthly payment \$ \_\_\_\_\_  
Payoff amount \$ \_\_\_\_\_

2<sup>nd</sup> mortgage holder \_\_\_\_\_  
Principal balance \$ \_\_\_\_\_ Current interest rate \_\_\_\_\_%  
Monthly payment \$ \_\_\_\_\_  
Payoff amount \$ \_\_\_\_\_

Does the current mortgage escrow for property taxes and/or insurance? \_\_\_\_\_  
If not, what is the necessary monthly amount to maintain these expenses? \$ \_\_\_\_\_

New loan amount \$ \_\_\_\_\_ New monthly payment \$ \_\_\_\_\_  
Does the new payment include property taxes and/or insurance? \_\_\_\_\_  
If not, what is necessary monthly to maintain these expenses \$ \_\_\_\_\_

Will the new loan pay off all existing mortgages on the property? \_\_\_\_\_

Is the refinanced loan a fixed rate mortgage? \_\_\_\_\_ If so, the rate \_\_\_\_\_%

If it is an ARM, list the beginning rate \_\_\_\_\_%  
Yearly adjustment date and amount \_\_\_\_\_  
Cap over the life of the loan \_\_\_\_\_  
Are there any balloon provisions to this loan? \_\_\_\_\_  
If so, describe \_\_\_\_\_  
Is there a pre-payment penalty to this loan? \_\_\_\_\_  
If so, describe \_\_\_\_\_

Term of the refinance loan \_\_\_\_\_  
Will this loan pay off the bankruptcy case? \_\_\_\_\_

What does the applicant intend to do with the proceeds?  
\_\_\_\_\_

I certify that the Part B information is true and correct.

\_\_\_\_\_  
Signature of mortgage company representative      Date  
Phone number \_\_\_\_\_  
E-mail \_\_\_\_\_

\_\_\_\_\_  
Signature of borrower

**APPLICATION FOR A CAR LOAN**

**Part A** (to be completed by the applicant)

Name: \_\_\_\_\_

Reason for the car loan \_\_\_\_\_

What do you intend to do with the car(s) you presently drive?  
\_\_\_\_\_

Are you currently paying for any vehicle(s) through the confirmed plan? \_\_\_\_\_

If yes, what do you intend to do with this vehicle? \_\_\_\_\_

\* If surrendering or trading in a current vehicle being paid through the plan, please review with your counsel to determine if the vehicle creditor's existing claim will need to be withdrawn or objected to.

Are you current on all rent or mortgage payments that have come due since you filed your Chapter 13? \_\_\_\_\_ If not, how many payments are your behind? \_\_\_\_\_

**Part B** (to be completed by applicant and lender)

Name of Lender \_\_\_\_\_

Make, Model, Year, and mileage on vehicle \_\_\_\_\_

Sales price of the car \$ \_\_\_\_\_

If used vehicle, list NADA/Blue Book value \$ \_\_\_\_\_

Down payment \$ \_\_\_\_\_

Source of down payment \_\_\_\_\_

Amount to be financed \$ \_\_\_\_\_

Total monthly payment \$ \_\_\_\_\_

Interest rate \_\_\_\_\_%

Term of loan \_\_\_\_\_

Monthly insurance cost \$ \_\_\_\_\_

I certify that the Part B information is true and correct.

\_\_\_\_\_  
Signature of loan officer, lending agent or salesperson

Phone number \_\_\_\_\_

E-mail \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of borrower

**APPLICATION FOR A STUDENT LOAN**

**Part A** (to be completed by the applicant)

Name: \_\_\_\_\_

Reason for needing a student loan  
\_\_\_\_\_

Name of school you will attend \_\_\_\_\_

Dates you will attend \_\_\_\_\_

Expected employment opportunities upon graduation  
\_\_\_\_\_

**Part B** (to be completed by applicant and lender)

Amount of loan \$ \_\_\_\_\_

Term loan will cover: year \_\_\_\_\_ quarter \_\_\_\_\_ semester \_\_\_\_\_ other \_\_\_\_\_

Date first payment is due \_\_\_\_\_

Amount of monthly payment \$ \_\_\_\_\_ Interest rate \_\_\_\_\_ %

Total number of payments due \_\_\_\_\_

Is the loan guaranteed by any government agency? \_\_\_\_\_

What is the placement rate of graduates at this institution? \_\_\_\_\_ %

I certify that the Part B information is true and correct.

\_\_\_\_\_  
Signature of authorized representative of lender  
Phone number \_\_\_\_\_  
E-mail \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of borrower

**APPLICATION FOR AN EMERGENCY OR MISCELLANEOUS LOAN**

**Part A** (to be completed by the applicant)

Name: \_\_\_\_\_

Reason for needing an emergency loan  
\_\_\_\_\_

Have you previously applied for any emergency loans with the Trustee? \_\_\_\_\_

If so, are you still paying on that loan? \_\_\_\_\_ What is the balance? \$ \_\_\_\_\_

**Part B** (to be completed by applicant and lender)

Name of the lender \_\_\_\_\_

Amount of loan \$ \_\_\_\_\_

Payment amount \$ \_\_\_\_\_ Frequency \_\_\_\_\_

Interest rate \_\_\_\_\_%

Will it be payroll deducted? \_\_\_\_\_

Is the applicant borrowing against pension/retirement proceeds? \_\_\_\_\_

Is the applicant pledging any other items as collateral? \_\_\_\_\_

If so, what \_\_\_\_\_

I certify that the Part B information is true and correct.

\_\_\_\_\_  
Signature of authorized representative of lender  
Phone number \_\_\_\_\_  
E-mail \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of borrower

**ATTACHMENT TO CURRENT INCOME AND EXPENSE FORM FOR  
OUTSIDE LOAN APPLICATION**

**Statement of Applicant**

Under penalty of perjury, I certify that the information contained herein is true and correct. If this application is to refinance a mortgage, I further state that I have reviewed the Chapter 13 file with my attorney and understand that certain claim(s) for mortgage arrearage may need to be withdrawn or objected to and that it is the responsibility of my attorney and me to see that this is done.

\_\_\_\_\_  
Signature of applicant

Is there a claim(s) filed on behalf of an existing mortgage holder(s)? If so, list here

\_\_\_\_\_  
Is there a balance(s) still due on the claim(s)? \_\_\_\_\_

**In light of the refinancing, remember that debtor's counsel will need to follow up on whether or not existing claim(s) filed by mortgage holder(s) will need to be withdrawn. If a claim(s) needs to be withdrawn due to the refinancing, debtor's counsel will be responsible for ensuring that it is done or the claim is objected to within twenty (20) days of closing. Please provide the Trustee's office with a copy of the settlement sheet upon the closing of the refinance.\***

\*If the claim is not withdrawn or objected to, the Trustee will continue to fund the claim.

**Verification to be completed by applicant's attorney**

I have reviewed the foregoing application completed by my client and the lender and have reviewed the current monthly budget as well. The budget figures appear to be true and correct and the proposed loan appears to be in the best interest of my client.

\_\_\_\_\_  
Signature of attorney