

Member Services

- ✔ Account Opening
- ✔ Electronic Services
- ✔ Funds Availability
- ✔ Truth-in-Savings
- ✔ Privacy Policy
- ✔ Account Maintenance

Consumer Lending

- ✔ Open End
- ✔ Closed End
- ✔ Multi Feature OE/CE
- ✔ Credit Cards
- ✔ Smart Checks

Mortgage Lending

- ✔ HELOC
- ✔ CE Home Equity
- ✔ CE Refinance
- ✔ 1st Mortgage
- ✔ Texas HELOC
- ✔ Texas 2nd Lien

Business Membership

- ✔ Account Opening
- ✔ Account Maintenance

Commercial Lending

- ✔ Closed End Installment
- ✔ OE Line of Credit
- ✔ Credit Cards

Pre-Printed Forms

- ✔ Brochures to Checks
- ✔ Envelopes to Receipts
- ✔ Multi-part NCR
- ✔ Cut sheet

Compliance

- ✔ State and Federal
- ✔ Compliance Warranty

Corporate Office

665 Hwy 74 South, Suite 200
 Peachtree City, GA 30269
 T: 800.227.4931
 T: 770.487.3883
 F: 770.487.3366
 E: sales@conmarsystems.com
 W: conmarsystems.com

Client Service Support

Angela Bowers
 abowers@conmarsystems.com

Traci Hantz
 thantz@conmarsystems.com

Southwest Regional Office

Kathy Macias
 512.736.1789
 kmacias@conmarsystems.com

Western Regional Office

Mike Smith
 760.244.5823
 msmith@conmarsystems.com

OPEN END HOME EQUITY LENDING (HELOC)

Open-end home equity loans are open-end credit plans secured by the consumer's dwelling. Commonly referred to as open-end home equity lines of credit (HELOCs).

The term "Open-End Credit Plan" means a plan which meets all three of the following criteria: 1) the creditor reasonably contemplates repeated transactions, 2) the creditor may impose a finance charge from time to time on an outstanding unpaid balance, and 3) the amount of credit that may be extended to the consumer during the term of the plan (up to any limit set by the creditor) is generally made available to the extent that any outstanding balance is repaid.

Home Equity Loan Application

The Application collects pertinent information to determine creditworthiness including financial condition; credit history; information on the dwelling being used as security; and personal information. It may be used for both open and closed-end home equity loans.

Home Equity Credit Plan Agreement (Fixed, Variable, Fixed Rate Lock Options)

The Credit Agreement is the disclosure required by Regulation Z and becomes the contract between the credit union and the borrower(s). This Credit Agreement includes the terms of the individual borrower's plan at the time the plan is opened.

Home Equity Important Terms Disclosure (Early Disclosure)

This Disclosure informs the member about important provisions specific to your credit union's home equity plan at the time of application. For variable rate plans, it contains the required 15 year historical example. As part of your annual license support we will update 15-year index history on the renewal month of our license. You must contact your representative each year to take advantage of this service.

What You Should Know About HELOCs

This disclosure provides members with a discussion of general characteristics of home equity plans. The disclosure describes the home equity lending process and provides words of caution so the member can be an informed consumer.

Notice to Home Loan Applicant - Fact Act

This disclosure as required by the Fair and Accurate Credit Transaction Act (FACT Act) requires written notice to home loan applicants about their credit score if the score is used directly in making a credit decision. It is used for both open and closed-end home equity loans.

Notice of Right to Receive Appraisal

If the loan is a 1st Lien, 2nd mortgage then this form is required by Regulation B. A creditor shall provide an applicant a copy of all appraisals and other written valuations developed in connection with an application for credit that is to be secured by a first lien on a dwelling including this notice. Some clients prefer to give this notice and appraisal no matter if its a 1st or 2nd Lien, the choice is yours. It is used for both open and closed-end home equity loans.

Prior Lien Verification

This form is used to help the credit union verify information about the members first mortgage. It is used for both open and closed-end home equity loans.

Notice to Senior Lien Holder

This form is used to notify the first mortgage holder that the member has created a second mortgage at that the credit union is the second lien holder. It is used for both open and closed-end home equity loans.

Flood Insurance Notice/Acknowledgment

The Flood Insurance Notice is used when a determination has been made the building or mobile home securing the loan is located in a special flood hazard area. The purpose of the Notice is to tell the borrower that the property is located in a special flood hazard area. It is used for both open and closed-end home equity loans.

OE Security Instrument (Deed or Trust or Mortgage)

State specific, the security instrument gives the credit union the right to foreclose on a dwelling if the borrower is in default. The credit union should retain the original security instrument for recording.

Notice of Right to Cancel (Open End)

This disclosure is designed to comply with the requirements of Regulation Z regarding a consumer's right to rescind a credit transaction secured by the consumer's principal dwelling.

Home Equity Funds Advance Voucher

The Advance Voucher is used to document each advance once the account is established. It allows the credit union to create an audit trail of each advance.

Member Services

- ✓ Account Opening
- ✓ Electronic Services
- ✓ Funds Availability
- ✓ Truth-in-Savings
- ✓ Privacy Policy
- ✓ Account Maintenance

Consumer Lending

- ✓ Open End
- ✓ Closed End
- ✓ Multi Feature OE/CE
- ✓ Credit Cards
- ✓ Smart Checks

Mortgage Lending

- ✓ HELOC
- ✓ CE Home Equity
- ✓ CE Refinance
- ✓ 1st Mortgage
- ✓ Texas HELOC
- ✓ Texas 2nd Lien

Business Membership

- ✓ Account Opening
- ✓ Account Maintenance

Commercial Lending

- ✓ Closed End Installment
- ✓ OE Line of Credit
- ✓ Credit Cards

Pre-Printed Forms

- ✓ Brochures to Checks
- ✓ Envelopes to Receipts
- ✓ Multi-part NCR
- ✓ Cut sheet

Compliance

- ✓ State and Federal
- ✓ Compliance Warranty

Corporate Office

665 Hwy 74 South, Suite 200
 Peachtree City, GA 30269
 T: 800.227.4931
 T: 770.487.3883
 F: 770.487.3366
 E: sales@conmarsystems.com
 W: conmarsystems.com

Client Service Support

Angela Bowers
 abowers@conmarsystems.com

Traci Hantz
 thantz@conmarsystems.com

Southwest Regional Office

Kathy Macias
 512.736.1789
 kmacias@conmarsystems.com

Western Regional Office

Mike Smith
 760.244.5823
 msmith@conmarsystems.com

CLOSED END HOME EQUITY or REFINANCE - 2nd MORTGAGE LENDING

Closed-end home equity loans are closed-end loans secured by the consumer's dwelling. The credit union agrees to lend a specific amount of money to the member based on the equity in the dwelling being offered as security. The member agrees to repay the borrowed amount over a specified period of time at an agreed upon interest rate. The member cannot make future advances on any portion that is repaid. These types of loans are often referred to as closed-end home equity or second mortgage loans.

Home Equity Loan Application

The Application collects pertinent information to determine creditworthiness including financial condition; credit history; information on the dwelling being used as security; and personal information. It may be used for both open and closed-end home equity loans.

Loan Estimate Home Equity Loans (Fixed, Adjustable Rate, Adjustable Payment, Adjustable Rate and Payment)

This form is used for any purpose other than a purchase, refinancing, or construction secured by a first or subordinate lien). For closed-end credit transactions secured by real property (other than reverse mortgages), the creditor is required to provide the consumer with good faith estimates of credit costs and transaction terms on the Loan Estimate. This new form integrates and replaces the existing RESPA Good Faith Estimate and the TILA initial Truth in Lending disclosure.

Loan Estimate Refinance (Fixed, Adjustable Rate, Adjustable Payment, Adjustable Rate and Payment)

This form is used to refinance an existing obligation already secured by the consumer's dwelling. For closed-end credit transactions secured by real property (other than reverse mortgages), the creditor is required to provide the consumer with good faith estimates of credit costs and transaction terms on the Loan Estimate. This new form integrates and replaces the existing RESPA Good Faith Estimate and the TILA initial Truth in Lending disclosure.

Notice to Home Loan Applicant (Fact Act)

This disclosure as required by the Fair and Accurate Credit Transaction Act (FACT Act) requires written notice to home loan applicants about their credit score if the score is used directly in making a credit decision. It is used for both open and closed-end home equity loans.

Prior Lien Verification

This form is used to help the credit union verify information about the members first mortgage. It is used for both open and closed-end home equity loans.

Notice to Senior Lien Holder

This form is used to notify the first mortgage holder that the member has created a second mortgage at that the credit union is the second lien holder. It is used for both open and closed-end home equity loans.

Flood Insurance Notice/Acknowledgment

This form is used when a determination has been made the building or mobile home securing the loan is located in a special flood hazard area. The purpose of the Notice is to tell the borrower that the property is located in a special flood hazard area. It is used for both open and closed-end home equity loans.

CE Multi-State or Single State Real Estate Note

The Note as required by Regulation Z, is the contract between the credit union and the borrower(s). This Note includes the exact terms of the borrower's loan at closing.

CE Security Instrument (Deed or Trust or Mortgage)

State specific, the security instrument gives the credit union the right to foreclose on a dwelling if the borrower is in default. The credit union should retain the original security instrument for recording.

Notice of Right to Cancel

This disclosure is designed to comply with the requirements of Regulation Z regarding a consumer's right to rescind a credit transaction secured by the consumer's principal dwelling.

Closing Disclosure Home Equity Loan or Refinance (Fixed, Adjustable Rate, Adjustable Payment, Adjustable Rate and Payment)

For loans that require a Loan Estimate and that proceed to closing, creditors must provide a final disclosure reflecting the actual terms of the transaction called the Closing Disclosure. The Closing Disclosure replaces the current RESPA Settlement Statement HUD-1, and the TILA final Truth in Lending disclosure.

Note: If you elect Adjustable Rate, Adjustable Payment or Adjustable Rate and Payment the appropriate forms will be added to the package accordingly.