



Home Emergency Hardship Loan Checklist

Please provide the following information to University of Miami Human Resources upon applying for this loan. There will be no exceptions to University Credit Union's requiring the documentation listed below:

- ☐ Completed Affidavit
- ☐ Summary of the home emergency
- ☐ Documentation of the home emergency issue:
 - ☐ service provider's name and current address, along with detail of service(s) to be performed via an estimate, a bill of service, or a paid receipt; or
 - ☐ other relevant documentation
- ☐ Documentation of applicant's name and property's address (recent mortgage or property tax bill in your name)
- ☐ Documentation of homeowners' insurance (specifying what the insurance covers and what it excludes)
- ☐ University Credit Union membership (applied for and granted either before, or at the time of, applying for loan)
- ☐ Documentation of any other outstanding loans at the University Credit Union, if applicable
- ☐ Follow-up documentation of paid receipt, unless already provided at time of initial loan request