

## BIA TRUST MORTGAGE WORKSHEET

LEGAL NAME OF BORROWER(S): \_\_\_\_\_  
*Use the same name as listed on the mortgage/deed of trust as "mortgagor".*

LENDER: \_\_\_\_\_  
*Listed on the mortgage/deed of trust as "Lender".*

LOAN AMOUNT \$ \_\_\_\_\_ INTEREST RATE \_\_\_\_\_ % TERM \_\_\_\_\_ PMT. \$ \_\_\_\_\_  
*On the loan Note as: "Borrower Agrees to Pay" under "Interest" under "Payments": Amount each  
 no. of payments payment*

TYPE OF REQUEST:  Refinance  Equity  Rehab.  Home Purchase  
 Other \_\_\_\_\_  
*Purpose stated on the loan application as "Proceeds of Credit Used For". Select the category that represents a majority of the use of funds.*

**Repayment:** e.g., steady salary, lease income from trust land, or business income.  
*Business Income use the net income from the farm, business, or profession.  
 Personal Income use the gross amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, bonuses, and other compensations for parties listed on the note.*

1. Primary Source of Income:  Business Income  Personal Income

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
<b>Total Income</b>	\$ _____

Total Fixed Mthly. Pmt. \$ \_\_\_\_\_ Debt/Income \_\_\_\_\_ %  
*(Total Fixed Mthly. Pmt. ÷ Income)*  
*Include all recurring fixed monthly payments i.e. auto, credit card, child support, alimony.*

2. Secondary Source of Income:  Business Income  Personal Income

	\$ _____
	\$ _____
	\$ _____
	\$ _____
<b>Total Income</b>	\$ _____

Is Repayment capability Sufficient?  Good (+)  Poor (-)  Neutral(0)  
*Repayment Income is used to determine whether the applicant has the ability to schedule monthly loan payments.*

3. Income Verification:  Verification of Employment  Pay Stubs  Tax Return  W-2  
 Balance Statement  Profit & Loss  Fishing\Logging  Other\_\_\_\_\_

*Only income that is verifiable should be used in calculating repayment ability.*

**PROPERTY VALUE:**

*An Appraisal or Memorandum of Value may be completed by qualified agency staff or private sector appraisers and should not be older than one year.*

Appraisal or Memorandum of Value  Other\_\_\_\_\_

Property Value \$\_\_\_\_\_ Dated:\_\_\_\_\_

Is Collateral Reasonable?  Yes  No

(Caution- collateral should not be excessive in relation to the loan, e.g., \$10,000 loan versus \$40,000 collateral value.)

**FINANCIAL STATEMENT SUMMARY:**

*The borrower's credit record should demonstrate the ability and willingness to repay obligations. All major indications of unacceptable credit must be investigated to determine whether they are accurate and whether there is an acceptable explanation for the problem that might justify approval.*

Is the Credit Bureau Report Acceptable?  Good(+)  Poor(-)  Neutral(0)

**→ IF MORTGAGE REQUEST IS NOT HOME OWNERSHIP/EQUITY EVALUATE THE FOLLOWING:**

*A Balance Sheet, Business Plan and Proforma Cash Flow for at least one year are required documents if the loan will be utilized for purposes other than Home Ownership/Equity. These documents will determine repayment capability of the borrower.*

Balance Sheet Summary: Total Assets \$\_\_\_\_\_ Total Liabilities \$\_\_\_\_\_ Net Worth \$\_\_\_\_\_

Business Plan:  Complete  Incomplete

Proforma Cash Flow: Income \$\_\_\_\_\_ Expenses \$\_\_\_\_\_ Debt Service \$\_\_\_\_\_

Is income minus expense greater than the debt service?  Yes  No

**SUMMARY/RECOMMENDATION:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**BIA Reviewing Official:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Title:**\_\_\_\_\_ **Signature:** \_\_\_\_\_