

**HARVARD UNION OF CLERICAL AND TECHNICAL WORKERS  
HARVARD UNIVERSITY**

**Home Emergency Hardship Loan Checklist**

*Please provide the following information to HUCTW upon applying for this loan.  
Unfortunately, there will be no exceptions to our 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
  - utility bills, or
  - other relevant documentation
  
- Documentation of applicant's name and property's address (recent mortgage or property tax bill in your name is suitable).
  
- Documentation of homeowners or renters insurance (specifying what the insurance covers and what it does not).
  
- Documentation of any other outstanding loans at the HUECU, if applicable
  
- HUECU membership (applied for and granted either before, or at the time of applying for loan).
  
- Follow-up documentation of paid receipt, unless already provided at time of initial loan request