

# The Credit Book

## Credit: An Introduction



Before making a decision to use credit, there are certain facts you should know – both in regard to your own financial position and about the types of credit available to you. This booklet will explain what choices you have when shopping for personal credit and will help you determine what amount of credit you can realistically afford. It will also provide a look at credit from the other end of the spectrum – what to do if you've taken on too much.

Credit can be a useful tool in your financial planning, but unfortunately it can also result in financial challenges if it is not well planned and carefully thought through. The Credit Book will help you make well-informed decisions and will tell you how to spot and avoid potential problems.

## The Smart Use of Credit

To use credit wisely, here are some things to think about:

### 1 Do you really want or need the item, or are you buying on impulse?

Because personal credit is available to most people in the form of a credit card, it is often too easy to buy something. When cash doesn't change hands, it can seem as if you aren't spending real dollars. Don't let the convenience of a credit card lure you into extravagant or foolish spending.

### 2 How can I make important purchases or emergency expenditures and still save for the future?

You may be considering investments such as GICs, mutual funds, RRSPs or others that may have good rates of return, but which may be difficult to cash out. You might be tempted to delay the purchase of investments for fear of not having enough cash for emergencies or for important purchases. By using credit, you can maximize the return on your cash savings by putting them into high yield products, and then borrow when special expenses come up. Consider obtaining a line of credit and keep a good portion free for emergencies. Also, if you stagger the maturity dates of your investments, you can use maturing investments to make regular payments on your borrowings.

### 3 Are you thinking about how to invest in your RRSP?

Consider increasing the size of your contribution. An RRSP loan can be beneficial, provided you pay it off quickly. The RRSP contribution can reduce your tax payable and may result in a tax refund. You can use the funds to partially or entirely repay the RRSP loan.

**4 If you wait until you have enough money saved to pay cash for the item, will the price increase substantially in the meantime?**

Higher-priced purchases, such as major appliances and cars, may become more expensive from year to year or at certain times of the year. If you are concerned about this risk, and are unable to save quickly, it may be advantageous to take out a loan and buy the item sooner, rather than later – provided that your budget can accommodate repayment of the loan out of current earnings.

**5 If you are making a long-term credit commitment, how secure and how stable is your current financial situation?**

For most people, a purchase such as a house is possible only by means of a mortgage loan. The buyer makes a long-term commitment to repay what is often a substantial amount each month toward the amount of the loan plus interest charges. In determining how much you can afford to pay each month, be sure you leave yourself some “breathing room”. You should still be able to set aside some savings for emergencies. If your employment situation changes and your monthly income is decreased, will you still be able to meet your monthly payments?

Using credit can benefit you in many ways. But if a loan or credit repayment is not carefully budgeted, it can lead to financial strain, possibly even to the point where you are unable to make payments.

Before using credit, you should determine how much you can realistically afford.

## Credit Reports & Scores

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A credit report is a snapshot of your financial history and is one of the primary tools that credit granters, like credit unions, use to decide whether to grant you credit. The information contained in a credit report includes identifying information (name, address, social insurance number, date of birth, etc.), credit history, public records, and the list of inquiries from credit granters that have received your credit information. To access credit information, individuals and businesses use consumer reporting agencies or credit bureaus who manage credit reports and updates. In Canada, there are two credit bureaus: TransUnion and Equifax.

Positive credit information may remain on your credit report for up to twenty years, whereas adverse credit information is removed from your credit report six years from the date the account first went delinquent. Public records, such as judgments and bankruptcies may stay on your report for six to ten years depending on your province.

To provide lenders with a quick, objective and impartial snapshot of a credit file and help them decide whether or not to extend credit, a three-digit credit score is generated based on the information in your credit report. A higher score indicates that the individual is a lower credit risk.

Establishing a good credit score takes time. To improve your score, make sure you always pay your bills on time, check your credit score annually to ensure the information is accurate, and watch your debt. It is recommended that you keep your outstanding account balances below 35% of your available credit.

## Credit: How Much is Enough?

There are several rules of thumb to express how much personal credit an individual can comfortably handle. A general rule of thumb, known as the Total Debt Service (TDS) ratio, says that no more than approximately 40% of your monthly gross income should go towards mortgage loan payments, and any other monthly debt obligations. Realistically, the amount of credit you can afford depends on your own personal situation. If your current employment is not very secure, the amount of credit you will want to take on will be less than the recommended guidelines. Conversely, if you have no other obligations, such as a mortgage, and your source of income is reliable, you may want to take on more credit, depending on what your goals are.

In any case, you should borrow only enough money to make the purchase you have planned, rather than borrow as much as you can get.

Having credit obligations will deplete your monthly buying power. With costs of essential items and services on the rise, you'll want to be sure you have enough money left over each month to pay all of your bills. And it's always a good idea to have some money set aside in case of an emergency. If you're only just making ends meet, an unexpected expense could mean a serious financial setback.

To determine how much credit you can comfortably afford, you should first establish a saving and spending plan. Suggestions for doing this are set out in *Budgeting Basics* (available at your credit union). To begin, you should decide what your financial goals are – short, medium and long-term. Then calculate your average monthly income and expenses. The form on the following page will serve as a guide. You can adapt the expense categories listed to suit your own particular needs. (To arrive at a monthly average, total your income and expenses for the year and divide by 12.)

The difference between the income amount and the amount allocated to minimum monthly savings and expenses is discretionary income. This is the amount of money available to you for saving, spending or making payments on a loan or credit card. Discretionary income defines how much new credit you can afford to take on. If you are already

making debt repayments – which will be included in your expense summary – you may not be in a position to use additional credit until your existing obligations are repaid. Remember too, that in order to reach certain financial goals, you will have to assign some portion of your discretionary income to savings. This will be over and above the money you set aside as “minimum monthly savings”, which constitute your contingency fund or reserve in case of emergency.

### Your Saving and Spending Plan

|  |    |
|--|----|
| <b>Average Monthly Income</b> after taxes and payroll deductions | \$ |
| Less:  |    |
| Rent/Mortgage Payments   | \$ |
| Loan and Lease Payments  | \$ |
| Condo Fees   | \$ |
| Property Taxes   | \$ |
| Utilities  | \$ |
| Home, Auto, Personal Insurance                                   | \$ |
| Medical/Dental   | \$ |
| Daycare/Dependent Support  | \$ |
| Groceries  | \$ |
| Clothing   | \$ |
| Transportation (gas, public transit, etc.)                       | \$ |
| Household Maintenance  | \$ |
| Hobbies/Entertainment  | \$ |
| Vacation/Holiday Savings   | \$ |
| Professional Associations/Union Dues                             | \$ |
| Other  | \$ |
| <b>Total Monthly Discretionary Income</b>                        | \$ |

## Types of Credit

As a consumer with a regular income, you have a variety of credit options available to you. Your cost of borrowing money will be affected by the type of credit you choose to use. The interest rate, the method by which interest is calculated, the frequency of payments – all of these factors will determine how much you will pay to borrow money. The type of credit you choose to use will be affected by what your needs and goals are and the purchase you are making.

The following summary can help you to make an appropriate choice.

### Consumer Loans

Consumer loans, also known as personal loans, are used to finance a variety of purchases – almost any major acquisition except the purchase of a home. Home buying is typically financed through a mortgage loan, discussed later. You may apply for a consumer loan, for example, to pay for a stove, a car, a boat, a vacation or an addition to your home.

### Borrowing Against Your Home Equity

This alternative allows home owners to borrow against the equity in their home, usually to finance additions or major renovations to the property. The equity in your home equals the value of the home, less what you owe on your home. Home equity loans may be used for other purposes, depending on the lender's available programs.

Home equity loans normally have two payment options, fixed payments and line of credit. Fixed payment loans can be structured as a term loan or amortized over a longer period like a regular mortgage payment. Lines of credit operate like credit card or personal lines of credit, but they are secured by your home – a valuable tool for the responsible borrower. The advantage of doing this is that you can often obtain a lower interest rate because your line is secured by a valuable asset –



your home. It can also be a great option if you have fluctuations in your income. The disadvantage is that if interest rates rise before a mortgage is paid in full, you may find yourself with an unmanageable, over-extended mortgage.

### Personal Installment Loans

A term loan usually has a maturity of one to five years with repayment in the form of regular monthly payments of equal amounts. Payments are usually made each month. Some financial institutions are willing to arrange bi-weekly or even weekly payments. The payment amount can be set to fit within your budget, since payment can be lowered by extending the term of the loan. Some financial institutions provide automatic life insurance on term loans. Although this can carry a fee, it guarantees that, in the event of death, the borrower's family will not be burdened with having to repay the loan. Also, some financial institutions will allow you to repay all or part of the loan at any time without charging an interest penalty.

### Demand Loans and Bridging Loans

These types of loans are usually granted to people who have established a solid relationship with the credit union, bank or trust company they are dealing with, and who have the security (in the form of savings, investments, real estate or other assets) to assure settlement of the debt. Bridge Loans are short term loans that bridge the gap between two transactions and are most often used when selling one house and purchasing another. Demand loans are usually short-term in nature, and allow the borrower to make partial payments on the loan, or pay off the full amount, at any time. The lender, however, also can demand payment in full at any time.

Interest on the balance outstanding is paid monthly. The interest rate charged is usually tied to the prime lending rate, and therefore can fluctuate.

Demand loans have become less common as lines of credit have grown in popularity.

## Home Mortgages

A mortgage is a long-term credit commitment. In fact, it is probably the largest personal financial transaction you will make in your lifetime. The life of a mortgage (called amortization) can range from a few months up to 30 years (or 25 years for new mortgages with a down payment of less than 20%). You can usually borrow up to 80% of the appraised value of the house, or more than 80% if insured through Canada Mortgage and Housing Corporation, Genworth Canada or Canada Guaranty Mortgage Insurance Company.



Repayment of a mortgage is usually made in regular monthly installments for the life of the mortgage, although some financial institutions will allow you to make weekly, bi-weekly or lump sum payments without any interest penalties. These options are worth exploring because they can save you a lot of money in interest charges over the life of your mortgage. Interest rates are usually set for a specific time, from a few months to several years, and are renegotiated at the end of each term. However, the variable rate mortgage is often the least costly over the long term, in spite of the risk of rate increases and payment fluctuations. It is important for you to be aware of how much in additional payments you can afford. You will want to take advantage of the variable rate for as long as possible, but know when to convert to a fixed rate. Interest is usually calculated on a semi-annual basis, but monthly calculations are common as well.

Second mortgages are available, but usually at higher interest rates than first mortgages. If payments are not being made, the second lender has rights to the property, only after the lender holding the first mortgage is paid in full. A second mortgage can become a serious strain on a homeowner if it is not properly budgeted for.

## Credit Cards

Credit cards are issued by financial institutions, retailers, gas companies, and special agencies (such as American Express). Credit cards issued by financial institutions can be used to purchase goods and services, balance transfers and for cash advances. Interest is charged on amounts for new purchases only after an interest-free grace period (minimum 21 days) when a customer does not pay the outstanding balance in full by the current month's due date. However, the interest-free period does not apply to balance transfers or cash advances. Interest is charged right away for these transactions. Paying interest increases the cost of everything you have charged to your card.

The minimum monthly payment is the minimum amount you have to pay for a given month if you are carrying a balance on your credit card. If you don't pay the minimum amount by the due date, your credit score may be lowered and this may reduce your chances of getting a loan in the future.



Keep in mind that paying only the minimum amount you owe could be very costly because interest will continue to grow. Increasing the monthly payment by even a small amount can significantly shorten the length of time it will take you to pay off a credit card balance. Anything you pay over and above the minimum payment is applied either to the part of the balance with the highest interest rate or proportionally across all interest categories of the balance.

Credit card issuers can charge different interest rates for different types of transactions (for example purchases vs. cash advances) so make sure to check your credit card agreement or disclosure statement for details. On most credit cards, the interest rate charged is usually considerably higher than the current rate on consumer loans.

## Charge Accounts

A charge account is an arrangement made between a retailer and a customer. The retailer will decide, on the basis of your credit rating, whether credit will be extended. A pre-authorized limit is set and you can make purchases on credit up to that amount. Retailers' charge accounts can be either a 30-day account, requiring payment in full within 30 days, or a revolving account, where either payments can be made in full or partial payments can be made over a period of time. Another option that is sometimes available is an installment or layaway plan, where equal payments including interest are made for a certain number of weeks or months.

As more retailers continue to offer their own credit card, the use of charge accounts has declined.

## Lines of Credit

A line of credit is a one-time-approved ongoing loan that allows you to borrow up to a pre-arranged limit.

You only pay interest on the exact amount you borrow and only for the number of days you've used it, at rates usually substantially below credit cards.

It's ready cash when you really need it – travel emergencies, car repairs and to take advantage of savings on specialty priced one-time bargains. It can help you to pay your credit cards in full on the payment due date to avoid higher interest charges or to purchase an RRSP. The credit union line of credit is your protection at any time against overdrawing your account.

## Security for Loans



In some cases, depending on the amount you want to borrow and your credit rating, your signature will be enough to secure a loan. However, in most cases, a lender will want something tangible as security that the loan will be repaid, such as real estate, investments or durable goods. When the loan is secured, the lender will be more willing to lend the money and the interest rate will likely be less. The risk of loss to the lender is decreased by having the right to the secured property in the event that the borrower defaults on payments. Two types of security are: personal property security (chattel mortgage) and a collateral mortgage.

## Personal Property Security

Personal Property is tangible and moveable property. If you provide property for security on a loan (such as a car or boat), you will be required to sign a promissory note and a personal property security agreement. Sometimes this is referred to as a chattel mortgage. This security gives the lender the right to take possession of the property if you are unable to make regular payments. When you sign a personal property security agreement, you are agreeing to the following conditions:

- You must make the payments you agreed to as defined on the loan document itself.
- No other liens can be placed on the property you have given as security.
- The property must not be sold without the permission of the lender.
- The property you give as security must not be taken out of the province in which you reside for an extended period of time without notifying the lender.

## Collateral Real Estate Mortgage (also known as an All Purpose Mortgage)

A collateral mortgage uses the equity you have built up in real property (such as your home) as security. Equity is the difference between the value of a property and the amount that you owe on the property. This difference, your equity, can be used as security for a loan, line of credit or a second mortgage.

When you offer your assets as security, it is important to remember that – in the event that you are unable to meet your payments – the lender has the right to your property. You must therefore be certain that you can meet all of your financial commitments.

## Sources of Credit

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There are many financial institutions and other organizations that provide credit to consumers. Along with comparing the rates and conditions on loans that are available to you, you will want to decide if the lender is one that you will want to deal with on an ongoing basis. Developing a relationship with one financial institution offers several advantages, particularly when you need to use its credit services. For example, you can build up your credit record with the loans department or manager. Once you are known to be a creditworthy borrower, you should find that it is easier to obtain additional credit when you require it (always assuming, of course, that your financial situation justifies your request for a new loan). In addition, a loans officer or manager who knows your circumstances and your goals can often offer valuable advice and assistance with your personal financial planning.

## Credit Unions

Credit unions are co-operative financial institutions, offering a full range of financial services, including various forms of consumer credit.

### THE CREDIT UNION DIFFERENCE

Credit unions differ from other financial institutions in that their “customers” are also members of the organization – the people who own and control it. As co-operatives, credit unions operate on democratic principles.

Every member has a vote and all votes are equal, regardless of the number of shares or the size of deposits an individual may hold in the credit union. Members exercise their voting control by attending meetings, in particular the annual meeting, where they elect a board of directors from the membership body to represent their needs and priorities. The board of directors works with the management group to set policies and develop credit union services. This operating structure enables credit unions to be both flexible and responsive in meeting members’ financial service requirements.

Flexibility in lending means personal loans tailored to meet your needs and within your budget. Most credit unions have funds available for many credit needs – personal loans, lines of credit, mortgages.

A unique advantage to borrowing money at a credit union is that a credit union’s surplus may be returned to its members in the form of an interest refund.

## Payday Loan Companies

A payday loan is a short-term loan that you promise to pay back from your next paycheck. It is a very expensive way to borrow money and should only be considered as a last resort. Payday loans are offered by privately owned payday loan companies and by most cheque cashing outlets. Many provinces have passed legislation specific to payday lenders. Other provinces either have set maximum rates that can be charged or rely on the Criminal Code restriction of 60%.



## Overdraft Protection

As a more cost-effective alternative to a payday loan, check with your credit union about getting overdraft protection on your chequing account. This will permit you to withdraw from your chequing account and allow it to go into a negative balance to a specified limit. Subsequent deposits will clear the overdraft.

## Applying for a Loan

Before you inquire about obtaining a loan, first make a thorough assessment of your current financial situation. Determine, in advance, how much money you will need to borrow and how much you can afford to pay each month. It would be a good idea to have a statement of income to verify your employment and your monthly salary.

Following is a list of all of the financial information that you should take with you when applying for a loan. Having this information readily available will help the application process run smoothly. It will also be helpful to have your spending plan with you, so that you and the credit officer can negotiate a reasonable monthly payment.

## Information You'll Need to Apply for a Loan

### 1. Assets:

|                                  |           |
|----------------------------------|-----------|
| Cash on Hand/Downpayment         | \$        |
| Savings                          | \$        |
| Investments                      | \$        |
| Cash Value of Life Insurance     | \$        |
| Home                             | \$        |
| Other Property                   | \$        |
| Vehicle(s)                       | \$        |
| Business or Farm Assets (if any) | \$        |
| Personal Effects                 | \$        |
| Other                            | \$        |
| <b>Total Assets</b>              | <b>\$</b> |

### 2. Liabilities:

|                                       | Payment Amount | Frequency | Total Outstanding |
|---------------------------------------|----------------|-----------|-------------------|
| Personal Loans                        | \$             |           | \$                |
| Credit Cards                          | \$             |           | \$                |
| Charge Accounts                       | \$             |           | \$                |
| Home Mortgage                         | \$             |           | \$                |
| Unpaid Bills                          | \$             |           | \$                |
| Business or Farm Liabilities (if any) | \$             |           | \$                |
| Other                                 | \$             |           | \$                |
| <b>Total Liabilities</b>              |                |           | <b>\$</b>         |

### 3. Your Net Worth: (Assets minus liabilities)

|                   |           |
|-------------------|-----------|
| Total Assets      | \$        |
| Total Liabilities | \$        |
| <b>Net Worth</b>  | <b>\$</b> |



## Ask the Right Questions

When meeting with the lender, ask questions about the loan to be sure that you understand exactly what will be required of you. Some of the questions you should remember to ask are listed below. Make a checklist and compare responses from each lender you meet with.



- What will the annual interest rate be?
- Will the interest rate be fixed for the life of the loan, or will it be variable (subject to change with changes to the prime lending rate)?
- For variable, will the payment change with rate changes?
- What will the monthly payment amount be?
- How many payments will you be required to make?
- Are bi-weekly or weekly payment options available?
- On what date will the loan be paid in full?
- What will the actual cost of borrowing money be?
- Will the loan be insured?
- Will any collateral or other security be required to support the loan?
- Are there any fees for processing the loan or for insurance?
- Can extra payments be made without paying a penalty?
- Can the loan be paid out early without a penalty?

Asking these and similar questions will give you a clear understanding of the loan before you commit yourself to it. When comparing one loan with another, be aware that the most important factor to consider is how many dollars you will actually have to pay for the use of the lender's money.

## The Application

When completing a loan application, the lender will ask you several questions about yourself and your financial situation to assess whether or not you qualify for the amount of money you want to borrow. Your credit history will be considered. The lender will also want to see the information you can provide – your spending plan, statement of earnings, list of credit card numbers and accounts. Having all of this information at hand will speed up the application process and will demonstrate that you have thought seriously about your decision to borrow.

You may be asked some questions that you feel are too personal, such as questions on how many children you have and your spouse's income. If this kind of information will have an impact on whether the lender is able to grant you the loan (for example, if your ability to repay the loan depends on your spouse's contribution to household income), then questions such as these are quite legitimate. But if you feel that the questions being asked are discriminatory in nature, ask the lender why the information is needed. Be aware of your rights as a borrower and, if you feel you are being discriminated against, contact the government consumer agency or department in your province.

When applying for a loan, it is up to you to disclose all the facts. If you don't present all the facts or if you present them in a misleading way, you will seriously damage or destroy your relationship with the lender. A credit arrangement is based on trust and honesty on the part of both the borrower and the lender. You should keep in mind, as well, that if your current financial situation does not satisfy the lender's requirements, it may not be in your best interest to take on additional debt.

On the following pages is a sample of a loan application. Become familiar with it; read it over to be sure you have all the answers to the questions being asked.

Before you sign a loan application, review it carefully to be sure that all of the information about the loan is documented just as you had understood it to be. Make certain that all of the blanks on the

application are filled in or have a stroke running through them. Once you are satisfied that the loan application outlines terms and conditions that you agree with and can adhere to, sign it.

Note that on the sample application, you grant the lender the right to check all of the information you have provided and to conduct a complete credit check.

### Sample Loan Application Form

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

Birthdate: \_\_\_\_\_

Marital Status: \_\_\_\_\_ No. of Dependents: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_

Business Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ How Long: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ How Long: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ How Long: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Are you presently dealing with a credit union/bank/trust company? If yes, \_\_\_\_\_

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

Address: \_\_\_\_\_

Account No.: \_\_\_\_\_ Type: \_\_\_\_\_

#### Loan Particulars

|                                       |                         |
|---------------------------------------|-------------------------|
| Amount Required                       | \$                      |
| Current Loan Balance (if refinancing) | \$                      |
| Total Amount Required                 | \$                      |
| Terms:                                | Frequency Interest Rate |

#### Payment Schedule

|                          |        |
|--------------------------|--------|
| Repayment Amount         | \$     |
| To Be Repaid Over: Years | Months |
| First Payment Due:       |        |

#### Purpose of Loan

|  |    |
|--|----|
| Purchase Vehicle                           | \$ |
| Vehicle Identification Number (VIN): _____ |    |
| Purchase Land for a Residence              | \$ |
| Legal Description: _____                   |    |
| Street Address: _____                      |    |
| Other                                      | \$ |

#### Assets

|                                  |    |
|----------------------------------|----|
| Cash on Hand / Downpayment       | \$ |
| Savings                          | \$ |
| Investments                      | \$ |
| Cash Value of Life Insurance     | \$ |
| Home                             | \$ |
| Other Property                   | \$ |
| Vehicle(s)                       | \$ |
| Business or Farm Assets (if any) | \$ |
| Personal Effects                 | \$ |
| Other                            | \$ |

| Liabilities                           | Balance Owing | Monthly Payment |
|---------------------------------------|---------------|-----------------|
| Personal Loans                        | \$            | \$              |
| Credit Cards                          | \$            | \$              |
| Charge Accounts                       | \$            | \$              |
| Home Mortgage                         | \$            | \$              |
| Unpaid Bills                          | \$            | \$              |
| Business or Farm Liabilities (if any) | \$            | \$              |
| Other                                 | \$            | \$              |
| Total Liabilities                     | \$            | \$              |

| <b>Your Monthly Budget</b>                                       |               |
|--|---------------|
| <b>Average Monthly Income</b> after taxes and payroll deductions | \$            |
| Less:  |               |
| Rent/Mortgage Payments   | \$            |
| Loan and Lease Payments  | \$            |
| Condo Fees   | \$            |
| Property Taxes   | \$            |
| Utilities  | \$            |
| Home, Auto, Personal Insurance                                   | \$            |
| Medical/Dental   | \$            |
| Daycare/Dependent Support  | \$            |
| Groceries  | \$            |
| Clothing   | \$            |
| Transportation (gas, public transit, etc.)                       | \$            |
| Household Maintenance  | \$            |
| Hobbies/Entertainment  | \$            |
| Vacation/Holiday Savings   | \$            |
| Professional Associations/Union Dues                             | \$            |
| Other  | \$            |
| <b>Total Monthly Discretionary Income</b>                        | \$            |
| <b>Security Offered</b>  | <b>Totals</b> |
| Shares   | \$            |
| Deposits   | \$            |
| Other Investments  | \$            |
| Vehicle  | \$            |
| Year:            Make:   |               |
| Model:   |               |
| Wholesale Value: \$  |               |
| Auto Insurance Agent:  |               |
| Address:   |               |
| Collision Coverage: \$   |               |
| Expiry Date:   |               |
| Policy No.:  |               |

The statements herein are made for the purpose of obtaining this loan and are correct to the best of my knowledge and belief. I hereby authorize you to confirm all particulars divulged and consent to any credit inquiries you deem necessary now and at any future date. This includes such information required as to confirm registration and encumbrances against any vehicles registered to me at any motor vehicle branch in Canada or the United States of America.

Signature of Applicant:

Signature of Co-applicant/Guarantor:

Witnessed by:

Date:

## How a Loan is Approved

Once you have applied for a loan, the lender will require a certain amount of time, usually no more than three working days, to review the information you have provided, to run a “credit check” and, with this information, determine your credit-worthiness. Some financial institutions also have credit scoring which provides instant approval. A credit check informs the lender of your past performance in meeting your financial obligations. As one step in the process of conducting a credit check, the lender will contact the local credit bureau. The credit bureau is an organization that receives information from its members (financial institutions, retailers, other lenders) and from public records on consumers who have used credit services. Along with a history of how you have handled debts in the past, the credit bureau retains other records such as your employment and salary level. Credit reporting legislation is regulated at the provincial level. As a consumer, you have the right to know what information is on your file with the credit bureau. It’s a good idea to check it periodically to be sure that this information is correct.

### CREDIT BUREAU CONTACTS

Visit the TransUnion Canada website ([transunion.ca](http://transunion.ca)) or the Equifax Canada website ([consumer.equifax.ca](http://consumer.equifax.ca)) for your personal accurate information. Both sites offer immediate access online for a fee, as well as an option of receiving a credit report file free of charge via Canada Post.

If you have never had a loan, charge account or credit card, you will not be on file at the credit bureau. This makes it difficult for a lender to assess your credit-worthiness, since no history or “track record” is available. People who expect to borrow in the years ahead should consider taking out a small loan for some other worthwhile purpose before the need for a larger credit financing arises.

Repaying the loan on schedule will establish the necessary credit rating. Your credit history is certainly an important factor for a lender to consider. But along with that, a lender will usually make some judgements about you as a person. They will consider things such as:

- Do you manage your chequing account well?
- Do you have some savings put away?

These are indicators of some sense of financial management. The lender will also consider your ability to repay the debt. Collateral or security on the loan will be a consideration as well. If you can offer good security, the risk is reduced or eliminated for the lender. Taking all of these factors into consideration, the lender can then make a sound decision about lending money to you.

If, for some reason, the lender decides not to lend money to you, treat it as a learning experience. Find out why the loan was not approved. If it is because your total debt ratio is already too high and the lender feels that one more monthly payment will cause you to reach your breaking point, then accept this as wise advice. Reassess your situation and, perhaps, wait until you have reduced some of your current debts before taking on more.

If your loan wasn’t approved because of a lack of security, you might want to consider having a relative or very close friend co-sign the loan with you. A co-signer agrees to take on all the responsibility of the loan, with its existing terms and conditions, in the event that the borrower is unable to meet the monthly payments. Co-signing a loan is not to be taken lightly. Being responsible to make the payments on the loan in the case of default by the borrower, a co-signer will want to be very certain that the borrower is capable of handling the payments for the duration of the loan and is an honest, trustworthy person. An error of judgement could prove very expensive!

## Your Responsibilities

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When you agree to borrow money from a lender, you enter into a legal and binding contract. It is your responsibility to ensure that you fully understand the agreement you are signing and all the terms and conditions that are included. Your signature is the final step that tells the lender that you agree to meet your obligation by repaying the loan amount according to the schedule as outlined in the contract, and that you will comply with all the terms and conditions.

If at some point during the life of your loan you are unable to meet your monthly payment, contact the creditor immediately, before the payment is actually due. Don't wait until the due date has passed and the creditor calls you. Most creditors are willing to make alternative arrangements if your situation has changed and it becomes difficult for you to meet your payments. If it's a one-time occurrence, your creditor may give you a grace period, allowing you some time to get your financial affairs in order. Or the creditor may extend the term of the loan, spreading equal payments of a smaller dollar amount over a longer period of time. This will give you more room to breathe each month, reducing the stress that financial burdens can cause. Contacting your creditor at the first sign of difficulty will demonstrate your intention to honour the agreement. The creditor may then be predisposed to accommodate you and, if necessary, to adjust the terms of the loan to suit your circumstances.

Not taking these steps can have drastic consequences. Since a loan is a legal obligation, if you fail to meet the terms of the agreement, your creditor has the right to take court action against you and thereby recover the balance of the debt. Also, if the loan is secured by personal property, the creditor is entitled to take possession of the property that you have signed over as security. The creditor can then sell the property and apply the proceeds against the outstanding balance of the loan.

In the event that your spouse or some other person co-signed your loan application, the creditor will usually transfer the demand for payment to that person. If you were the sole signatory, your creditor may resort – again by court order – to garnishing your wages. This means that the money you owe to the creditor will be paid directly by your employer until the full amount of the debt is repaid.

As explained earlier, you can probably avoid these consequences if you notify your creditors of the fact that you cannot make the required payments. If your financial difficulties are serious and you cannot resolve them yourself, you should consider credit counselling, either through your lending institution or through an independent agency.

In either case, all of your current creditors should be consulted and informed of your plans to repay what you owe them. Typically a scheme is worked out for consolidating your debts, spreading your obligations over a longer period, and allocating regular payments to each creditor. Where the borrower is clearly acting in good faith, creditors often agree to such arrangements.

Failing such a solution, as a last resort you can declare personal bankruptcy. Bankruptcy will release you from most, if not all, of your debts. But the price you have to pay for this freedom from debts is very high. All of your non-exempt assets may be sold by a bankruptcy trustee. Other than money to cover the trustee's fees, the proceeds from the sale will be distributed to your creditors. It will take several years and much effort on your part to restore your credit rating. Bankruptcy is a very drastic step, and may cause you and your family a great deal of hardship.



Access to credit on reasonable terms is readily available, and it is valuable to the realization of personal and family goals. To use credit wisely, some basic financial planning, self-education about the cost of credit, and a responsible attitude to the borrower's legal obligations is required. With these tools, you can make consumer credit work for you.

**Remember, used wisely, credit can be a useful tool in your financial planning, helping you to achieve your personal goals.**

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**Other booklets available for consumer information include:** *Budgeting Basics, Planning for Your Retirement and Facts About Mortgages.*

Ask for copies at your Credit Union.



**Albertville**  
306.929.4714

**Arborfield**  
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**Arctic (PA)**  
306.922.8252

**Carrot River**  
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