



BORROWER CHECKLIST

Dear Prospective Borrower: Below are the items that will need to be submitted with the loan application. In addition, we have provided a list of items that will need to be submitted after the application has been approved and before the loan can close. ***Please note that additional items may be requested.***

Required Underwriting Information (to be returned with application)

- ☐ Audited financial statements (balance sheet and income statement) for the last two fiscal year-ends (internally prepared statements are ok if audited statements are not available)
- ☐ Year-to-Date financial statement (balance sheet and income statement)
- ☐ Current year's budget and next year's budget (if available)
- ☐ Copy of most recent Bank or Brokerage statements
- ☐ Collection Policy
- ☐ Assessment Delinquency Report (showing 30, 60 & 90+ days due)
- ☐ Reserve Study (if available)
- ☐ Owners Listing (listing name, unit number, ownership type (investor, etc.) & mailing address)
- ☐ Project bids/proposals/contracts
- ☐ Board member listing
- ☐ Lawsuit information
- ☐ Governing documents
 - ☐ Certificate of Incorporation, Articles of Incorporation or Articles of Organization
 - ☐ Declaration/ Master Deed and All Amendments
 - ☐ Bylaws and All Amendments

Required Closing Information (to be provided before the loan closes)

- ☐ Opinion letter (provided by the association's attorney)
- ☐ Certificate of good standing or legal existence
- ☐ Board minutes approving loan / assessment increase or special assessment
- ☐ Membership meeting minutes approving loan / assessment increase or special assessment (if applicable)
- ☐ Insurance listing First National Bank of Kemp as certificate holder
- ☐ Flood insurance (if applicable)
- ☐ Board resolutions to authorize signers on the deposit account (if applicable)
- ☐ ACH form for loan payments (we will provide form for completion)
- ☐ Final Budget showing assessment levels to meet loan covenants
- ☐ Updated Assessment Delinquency Report within 45 days of closing
- ☐ Copies of 2 forms of ID for the primary signer on all the loan documents



ASSOCIATION LOAN APPLICATION

ASSOCIATION INFORMATION

ASSOCIATION NAME ("Applicant")	PHONE	FAX	
STREET ADDRESS	CITY	STATE	ZIP
MAILING ADDRESS (If different than above)			

LOAN REQUEST

AMOUNT REQUESTED (Minimum of \$100,000)	PURPOSE OF LOAN (Attach list of project costs or contractor estimates)		
NON-REVOLVING LINE REQUESTED <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 9 months <input type="checkbox"/> 12 months	TERM REQUESTED (Subject to underwriting guidelines - please consult with your banker) Years: _____	TERM INTEREST RATE REQUESTED <input type="checkbox"/> Fixed <input type="checkbox"/> Variable	
SOURCE OF REPAYMENT <input type="checkbox"/> Current Regular Assessment <input type="checkbox"/> Increase Regular Assessment <input type="checkbox"/> New Special Assessment <input type="checkbox"/> Other (Describe): _____	PAYMENT INFORMATION Preferred monthly payment due date: _____ Loan payment to be automatically deducted from account number: _____ Bank: _____ Routing #: _____		

ASSOCIATION BACKGROUND

NUMBER OF UNITS (Min. of 25 units)	NUMBER OF BUILDINGS	AGE OR YEAR BUILT	ASSOCIATION TYPE <input type="checkbox"/> Condominium <input type="checkbox"/> PUD
FLOOR TYPES & RANGE OF SQUARE FOOTAGE (Approximate)	PROJECT AMENITIES (Please list parking, pool, etc.)		
PRICE RANGE OF UNITS (Current estimated market value)	% OWNER OCCUPIED		
CURRENT MONTHLY REGULAR ASSESSMENT PER UNIT (\$)	CURRENT MONTHLY SPECIAL ASSESSMENT PER UNIT (\$)		
TOTAL DELINQUENT ASSESSMENTS (\$)	TOTAL DELINQUENT ASSESSMENTS (% of units)		

LIST CURRENT BOARD MEMBERS (Attach additional sheet if necessary)

Name	Title	Phone	EXECUTE LOAN DOCUMENTS
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

PLEASE PROVIDE THE FOLLOWING INFORMATION			
MANAGEMENT COMPANY NAME OR ON-SITE MANAGER			
MAILING ADDRESS	CITY	STATE	ZIP
PRIMARY CONTACT	PHONE	FAX	

LAW FIRM NAME			
ADDRESS	CITY	STATE	ZIP
ATTORNEY NAME	PHONE	FAX	

CPA FIRM NAME			
ADDRESS	CITY	STATE	ZIP
CPA NAME	PHONE	FAX	

RESERVE STUDY FIRM NAME			
ADDRESS	CITY	STATE	ZIP
PRIMARY CONTACT	PHONE	FAX	

INSURANCE COMPANY POLICY ISSUER NAME			
ADDRESS	CITY	STATE	ZIP
INSURANCE AGENT/BROKER NAME	PHONE	FAX	

CONSTRUCTION MANAGEMENT COMPANY NAME (If applicable)			
ADDRESS	CITY	STATE	ZIP
CONSTRUCTION SUPERVISOR NAME	PHONE	FAX	
LICENSE NUMBER			

LIST BANK/INVESTMENT ACCOUNTS (Attach additional sheet if necessary)			
Attach the most recent Bank or Brokerage statements			
Name of Institution	Type of Account	Account Number	Current Balance

Please list the details of any information requested on the Loan Application Checklist or any other special or notable circumstances (such as pending special assessments anticipated in the current or next fiscal year) which would be useful to the Bank in considering the loan application:

The undersigned homeowners association ("Applicant") hereby certifies that the information contained in this application and any attachments hereto is complete, true, and correct, and is provided for the exclusive purpose of obtaining the Loan Request on behalf of the Applicant from First National Bank of Kemp ("Bank"). Applicant agrees that Bank will be notified of any material change in the information provided in this application, and Bank is hereby authorized to make whatever inquiries it deems necessary and reasonable in conjunction with verifying the information provided in this application.

Bank is hereby authorized to disclose any information provided in this application or any attachment hereto regarding applicant's financial condition, including but not limited, all financial statements, and other information concerning applicant's creditworthiness, credit record and credit standing, to any of applicant's sureties, or to other credit reporters, or creditors, at any time prior to, during, or following the term of the credit.

AGREED AND ACCEPTED:

The undersigned Applicant hereby agrees and accepts the terms and conditions of this application this _____ Day of _____, 20_____.

PRINT NAME OF ASSOCIATON		

PRINTED NAME	TITLE	SIGNATURE
		X

PRINTED NAME	TITLE	SIGNATURE
		X