



LOAN APPLICATION CHECKLIST

Please use this checklist to provide the documents and information listed below with the completed Loan Application, as applicable for the project and loan type requested. If information or documentation is pending, please indicate such in the Notes section and when anticipated to be provided. Incomplete applications will not be fully processed until all required information and documentation is submitted. Completed applications must be submitted a minimum of 60 days prior to the anticipated date of Loan Committee action.

- Completed Application and Fee
- Project Narrative (brief description of the project to include such things as condition and age of property and/or building(s), people to be served, services to be provided, housing types, etc.)
- Project Timeline (from pre-development through completion)
- Project Budget (sources and uses) and submitted bid, if available
- Project plans and drawings (for larger development plans reduced scale is preferable)
- Pro Forma / Operating Projections (from project completion through end of loan term)
- Property Appraisal (to include title report if available)
- Property Sales Agreement (and/or other evidence of site control, such as a deed)
- Applicant's financial statements (audited or compiled) for the past 3 fiscal years completed (including most recent internally prepared statement if more than 6 months into new fiscal year)
- Project's most recent financial statements (if project is already operating)
- Financing and/or funding commitments and/or term sheets and completed applications
- Evidence of land use approvals (zoning, land development and HARB as applicable)
- Environmental and Historic Assessment reports
- Applicant board member, relevant staff and development team lists
- Recommendation letter(s) from local agencies knowledgeable about work of Applicant/developer

NOTES: _____

Signature