



LOAN APPLICATION

www.AllianceAssociationBank.com •(888) 734-4567 • HOADOCS@AllianceAssociationBank.com

Loan Purpose and Final Requested Terms

Form with fields: Purpose of Loan, Date, Loan Amount, Type of Loan, Plan for Repayment of Loan, Term.

Association Contact Information (Please ensure current information is provided)

Form with fields: Legal Name, Physical Address, Tax ID #, City, State & Zip, Phone, Web Site.

Association Overview

Form with fields: Total Number of Units, Number of Leased Units, Average Market Price of Units, Monthly Assessment, Assessment Frequency, Size Range of Units, Number of Bank Owned Units, Number of Foreclosures in Process, Total \$ amount of past due assessments owed to the association, Number of units aged over 60 days and delinquent, Number of Multiple Unit Owners, How many units does each multiple unit owner own, Is the Association involved in a lawsuit?

Management Company

Form with fields: Name, Managers Name, Physical Address, City, State & Zip, Mailing Address, City, State, & Zip, Phone, Fax, Email, Number of Properties Managed, Years in Business, Number of employees, How long has the association been with the company.

Alliance Association Bank is a division of Western Alliance Bank. Member FDIC.

**Association Attorney**

Name:	
Contact Name:	
Mailing Address:	
City, State, & Zip:	
Phone:	Fax:
Email:	

**Project Contractor**

Name:	
Agent Name:	
Mailing Address:	
City, State, & Zip:	
Phone:	Fax:
Email:	

**Architect / Engineer Overseeing Project**

Name:	
Agent Name:	
Mailing Address:	
City, State, & Zip:	
Phone:	Fax:
Email:	

**For Internal Underwriting Use Only** (Application Receipt Confirmation)

Application Received Date: _____	Is the Application complete: _____
Application re-sent for missing information: _____	Complete application received: _____ Date: _____
Received by: _____	

## Loan Documentation Requirements

Required Documents to be submitted for Underwriting	Status
Submitted Signed Term Sheet and Origination Fee.	
Completed AAB Loan Application. All fields must be completed.	
Most recent month end Aging/Delinquency Report, as well as the prior three year ends of Aging/Delinquency Reports	
Most recent month end ( <i>CPA Prepared/Audited do not need to be signed</i> ) Financial Statement including: <ul style="list-style-type: none"> <li>• Balance Sheet</li> <li>• Income Statement with Budget Comparison</li> </ul>	
Current year's Budget	
Current Collection Policy	
Copy of filed and signed Articles of Incorporation, By-Laws, and Declarations	
Fiscal year-end financial statements <ul style="list-style-type: none"> <li>• For loans ≤ \$2 Million – 2 years <u>Signed</u> Company Prepared Financials</li> <li>• For loans &gt;\$2 - ≤\$4 Million – 3 Years CPA Reviewed Financials</li> <li>• For loans &gt;\$4 Million – 3 Years CPA Audited Financials</li> </ul>	
Professionally Prepared Reserve Study (If this is not available please provide a complete In-Lieu of Reserve Study form)	
Site Inspection <ul style="list-style-type: none"> <li>• \$100M to \$2MM property inspection completed by an AAB Sales Rep.</li> <li>• Loans over \$2MM require site inspection by a Bank Loan Officer, Member of the Bank's Credit Staff, or Senior AAB Executive.</li> </ul>	
Detailed project breakdown with construction budget, engineer/architect report, and scope of work.	
Completed construction contract or list of contractors that are providing bids.	
Copy of <b>signed</b> meeting minutes addressing the following: <ul style="list-style-type: none"> <li>• Approval of the loan</li> <li>• Passage of the Assessment Increase and/or Special Assessment</li> <li>• Approval of the contractor(s) and the repair projects</li> </ul>	
Evidence of community support for the project	
Evidence of Insurance with the following requirements and coverage: <ul style="list-style-type: none"> <li>• Current General Liability certificate (Building, Personal Property, Workers Compensation &amp; Umbrella if applicable)</li> </ul>	

**\*\*Additional information and documentation may be required pending underwriting review\*\***

Required Documents for Closing	Status
Attorney Opinion Letter or Borrower's Affidavit Required	
Evidence of Insurance with Western Alliance Bank added as the loss payee / additional insured <ul style="list-style-type: none"> <li>• WESTERN ALLIANCE BANK ISAOA 1110 E. BASELINE ROAD MESA, AZ 85204</li> </ul>	
Signed Construction Contract and Contractor's Evidence of Insurance	
Check provided for Closing Fees or debit Loan Proceeds	
Completed New Account forms for new Bank Accounts*	
Copy of Driver's License for all Board Members	

**\*IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT**

To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, driver's license information and other information that will allow us to identify you.