

APPLICATION INFORMATION FOR NOT-FOR-PROFIT ORGANIZATIONS

Property Information

If Purchase

- Address and legal description
- Approximate size and current or last use
- When signed, fully executed purchase agreement

If Refinancing

- Previous title work and survey showing legal description
- Current contact information for lender including address and account number
- Contact information for real estate agent, attorney and insurance agent

Governance Information

Board of Directors

- Roster
- Current driver's license or passport
- Current position and years on board
- Social security number
- Resume or employment for the previous five years
- Name of any other Not-For-Profit Organization where they are officers

All 2013 Donors of over \$5,000

- Name and address

Articles of Incorporation and By-Laws

IRS Letter showing 501c3 status

Prior to closing an authorization by the board for the transaction

Financial Information

- End of Year Income Statement and Balance Sheet for last three years
- Most recent Income Statement and Balance Sheet (quarterly or monthly)
- Current bank statement showing cash on hand
- If filed with IRS, last three years of 990's

Each Guarantor

- Current driver's license or passport
- Current pay stub or other verification of year to date income
- Three years of complete personal and business tax returns including all K-1's
- Complete signed and dated personal financial statement and credit authorization