



# APPLICATION PACKET

[www.sccombank.com](http://www.sccombank.com)

Please print and send via secure email or fax:

Secure Email to [hoaloans@sccombank.com](mailto:hoaloans@sccombank.com) or Fax to 760-448-2858

For questions please contact us directly at 877-271-8960

## Association President

Name:	
Home Address:	
City, State & Zip:	
Day Phone:	Evening Phone:
Email	

## Association Insurance Firm

Name:	
Agent 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 Beneficial Ownership (Please identify one individual with significant responsibility for managing the legal entity applying for the loan)

Name:	
Agent Name:	
Mailing Address:	
SSN (for US residents):	Passport # and Country of Issuance (non US residents):



# APPLICATION PACKET

[www.sccombank.com](http://www.sccombank.com)

Please print and send via secure email or fax:

Secure Email to [hoaloans@sccombank.com](mailto:hoaloans@sccombank.com) or Fax to 760-448-2858

For questions please contact us directly at 877-271-8960

## \*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, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

## Seacoast Commerce Bank Association Services

Seacoast Commerce Bank has the resources and experience to assist community and homeowner associations with repairs and renovations.

Seacoast Commerce Bank can customize a flexible loan program designed to meet the ever-changing needs of associations. Loans to the association provide individual unit owners a comfortable monthly payment while allowing associations to complete projects immediately, without depleting association reserves.

### Take the first step

As a first step toward applying for a Seacoast Commerce Bank Loan, please print and complete the application and provide the financial information outlined below. Additional documents or information may be requested at a later date as the loan process progresses.

## Association Loan Request Checklist

Required	Attached	Pending	Description
<b>Financial information needed with all loan requests</b>			
			Completed Community Association Loan Application
			Most recent interim financial statement (Balance Sheet and Income Statement)
			Two year-end fiscal financial statements including balance sheet and income statement; <ul style="list-style-type: none"> <li>• Independent CPA prepared (Audited if available) OR</li> <li>• Internally prepared financials with corresponding tax returns</li> </ul>
			Current delinquency report showing 30-, 60-, and 90-day accounts
			Board approved budget with statement of reserves
<b>Supporting documents required for all loans, excluding insurance premium financing</b>			
			Recorded copy of Bylaws, Declaration, Articles of Incorporation and any amendments
			Unit owner roster (alphabetical order)
			Board minutes approving loan request including loan purpose and repayment source
			Special assessment minutes and notice to unit owners, including frequency (if applicable)
			Construction contract(s) or description (itemized list) of use of proceeds
			Engineer's report (if applicable)
			Reserve study (if applicable)
			Proof of insurance for current year listing association's coverage
			Attorney opinion letter (may be required)



# APPLICATION PACKET

[www.sccombank.com](http://www.sccombank.com)

Please print and send via secure email or fax:

Secure Email to [hoaloans@sccombank.com](mailto:hoaloans@sccombank.com) or Fax to 760-448-2858

For questions please contact us directly at 877-271-8960

## Association Loan Request Checklist (continued)

Required	Attached	Pending	Description
<b>Site Inspection</b>			
			Property inspection completed by a Seacoast Commerce Bank Officer
<b>Required Documents for Closing</b>			
Attorney Opinion Letter Including the following information			
			Current or Pending Litigation
			Certificate of Incumbency
			Associations ability to borrow and repair common elements
			<b>Evidence of Insurance with Seacoast Commerce Bank added as the loss payee:</b> SEACOAST COMMERCE BANK 11939 RANCHO BERNARDO RD, STE #200 SAN DIEGO CA 92128
			Contractor's Evidence of Insurance
			Signed SBLF Disclosure
			Signed W-9
			Completed ACH Payment Enrollment form with voided check attached
			Completed New Account forms for new Bank Accounts*

### Submitting your application

Please contact your local Seacoast Commerce Bank Business Development Officer to submit your application along with the additional required supporting documents and for any questions you have regarding the documentation being requested.



# APPLICATION PACKET

[www.sccombank.com](http://www.sccombank.com)

Please print and send via secure email or fax:

Secure Email to [hoaloans@sccombank.com](mailto:hoaloans@sccombank.com) or Fax to 760-448-2858

For questions please contact us directly at 877-271-8960

## Community Association Loan Application Authorization and Disclosure

### Authorization

Each Authorized Signer(s) of the Community Association Loan Application hereby instructs and authorizes Seacoast Commerce Bank or any affiliate, subsidiary or other entity related thereto ("Lender") to verify or re-verify the information contained in this Application or in other documents submitted in connection with this Application. Each Authorized Signer, on behalf of the Applicant, authorizes Lender to obtain any information relating to (a) this Application; (b) the opening of an account with Lender; (c) the application for any other loan or other product or service offered by Lender; (d) Lender's review of a loan, account, or other Lender product or service made or extended to Applicant, either as part of the decision to extend credit or as part of Lender's review and quality control program; and (e) Lender's collection of a loan, account or other Lender product or service obtained by Applicant. If credit is extended, each Authorized Signer hereby certifies that: (a) the foregoing has been carefully read and is given to Lender for the purpose of obtaining the credit described above and other credit from time to time in whatever form; (b) the information in this Application and any other documents or information submitted in connection with this Application or any other credit request are true and correct statements of Applicant's financial condition and may be treated by the Lender as a continuing statement thereof until replaced by a new Application or information or until Applicant specifically notifies the Lender in writing of any change; and (c) (d) the Authorized Signer(s) on behalf of Applicant is duly authorized and empowered to request credit on behalf of Applicant.

### Disclosures

#### Additional Information Will Be Required To Complete Your Loan Request

Upon receipt of this application, a Seacoast Commerce Bank representative will contact you to discuss your transaction in further detail. Prior to final review of this application, your representative will request other forms or documents based on your specific loan request.

#### Disclosure Of Right To Request Specific Reasons For Credit Denial Given At Time Of Application (Business Credit)

If your application for business credit is denied, you have the right to receive a written statement of the specific reasons for the denial. To obtain the statement, please contact Seacoast Commerce Bank, Attn: SBA Credit Administrator, 11939 Rancho Bernardo Rd., Ste. 200, S.D., CA 92128 at 858-432-7017 within 60 days from the date you are notified of our decision. We will send you a written statement of reasons for the denial within 30 days of receiving your request for the statement.

#### Equal Credit Opportunity Notice

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract), because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is The Federal Reserve. Federal Reserve Consumer Help P.O. Box 1200 Minneapolis, MN 55480.

#### Seacoast Commerce Bank Authorization To Release Information

In connection with this application for financing (and any update, extension, modification, renewal or review of such financing, if it is granted), each of the authorized signer hereby: authorizes Seacoast Commerce Bank (the "Lender") to make all inquiries it deems necessary to verify the accuracy of the information provided herein and to determine my creditworthiness. The Lender may, at any time in its sole discretion, disclose the status of the proposed financing transaction and the credit data and other information concerning or relating to the authorized signer or the proposed financing transaction to referral sources, franchisors, vendors, loan participants, other lenders, agents and affiliates of any authorized signer or the Lender. The authorized signer hereby certify that the enclosed application information, including all attachments, exhibits, schedules, etc., is true, valid, accurate and complete as of the date of this application. The authorized signer understands that false statements may result in the denial of the application.

### Services

Applicant is not required to obtain or pay for unwanted services.

**This page to be retained by Applicant**