

# Community Association Data Sheet

Condominium Association	HOA	Cooperative
<b>Borrower:</b>		<b>Borrower Contact Name:</b>
<b>Property Address:</b>		<b>Tax ID:</b>
<b>Borrower's Mailing Address:</b>		
<b>Phone:</b>		<b>Email:</b>
<b>Management Company:</b>		<b>Property Management Contact:</b>
<b>Phone:</b>		<b>Email:</b>

## Loan Details

**Purpose of Loan:** \_\_\_\_\_

**Loan Amount Requested: \$** \_\_\_\_\_ **Line of Credit Requested?** Yes No

**Do you have an existing loan? If so, please provide details:** \_\_\_\_\_

<b>Term for Line Facility:</b>	3 months	6 months	12 months	18 months		
<b>Term for End Loan:</b>	3 years	5 years	7 years	10 years	15 years	Other _____

## Association Data

Number of Residential Units: _____	Number of Units in Foreclosure: _____
Number of Commercial Units (if applicable): _____	Number of Rental Units: _____
Number of Units Owned by Association: _____	Number of Owners Who Own Multiple Units: _____
Year Built/Turned Over: _____	Average Sale Price: 1 Bed _____ 2 Bed _____ 3 Bed _____
Do the association documents require a unit owner vote for a loan? Yes No	Number of Buildings: _____

## Source of Repayment

Line Item in Budget	Fee Increase	Special Assessment (SA)	SA Amount: \$ _____	Start Date: _____
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## Attorney Name:

<b>Phone:</b>	<b>Email:</b>
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**Pending Litigation** (if applicable): Provide details of any outstanding litigation, liens or judgments (provide supporting documentation, if applicable)

## Required Documents

In order to process your application, the following documents are required at the time the application is submitted:

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| <ul style="list-style-type: none"> <li>Current Year Budget</li> <li>2 Years: Year-End Financial Statement<sup>1</sup></li> <li>Interim Statement, including Balance Sheet and Income &amp; Expenses</li> <li>Current Aged Delinquency Report (showing 30-, 60-, 90-day accounts)<sup>2</sup></li> <li>Special Assessment Aged Delinquency Report (if applicable) (showing 30-, 60-, 90-day accounts)<sup>2</sup></li> <li>Notice or Minutes for Existing Special Assessment (if applicable)</li> <li>Project Budget or Cost Estimates</li> <li>Reserve Studies, or its Equivalent, Certified to Bank<sup>3</sup></li> <li>Other: _____</li> </ul> | <ul style="list-style-type: none"> <li>Names of Association Officers/Directors</li> <li>Unit Owner Roster with Billing Address (or Rental Log)</li> <li>Verification of Tax ID (Tax Return)</li> <li>Association Minutes (last 6 months)</li> <li>Recorded Association Documents/Association Formation Documents, including Articles of Incorporation, By-laws, and any Amendments</li> <li>Certificates of Insurance in ACORD Format: <ul style="list-style-type: none"> <li>Hazard (including windstorm &amp; flood, if applicable)</li> <li>Liability</li> <li>Directors &amp; Officers</li> </ul> </li> </ul> |
|---|---|

**1.** CPA-prepared preferred, in compliance with current state statutes. **2.** Aged Delinquency Reports (Regular and/or Special Assessment) should not be dated the 31st of the month. **3.** Certified by independent licensed professional, or Board Member.

**Please return completed form** to [PABLoanProcessing@popular.com](mailto:PABLoanProcessing@popular.com) along with the required supporting documents. For any questions about documentation or the loan process, please contact us at **800.233.7164**.

### Please retain this important disclosure information for your records.

**NOTICE OF RIGHT TO REQUEST SPECIFIC REASON FOR CREDIT DENIALS:** If your application for business credit is denied, you have the right to a written statement of the specific reason for the denial. To obtain the statement, please contact Popular Association Banking at 7920 Miami Lakes Dr. W., Miami Lakes, FL 33016, ph: 800.233.7164 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.

**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 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 Popular Bank is the Bureau of Consumer Financial Protection, 1700 G Street NW, Washington, DC 20552. The New York State Executive Law Section 296a - Unlawful Discriminatory Practices in Relation to Credit, extends these protections and prohibits discrimination to NYS residents based on military status, gender identity or expression, and sexual orientation, disability, or familial status.

Popular Association Banking is a division of Popular Bank. Popular Bank is a Member of the FDIC.

**Popular Association Banking • 7920 Miami Lakes Drive West, Miami Lakes, FL 33016 • 800.233.7164 • www.popularassociationbanking.com**