Owner User Preliminary Needs List

Fidelity Bancorp Funding, Inc. (FBF) would like to thank you for the opportunity to assist in your financing needs. We strive to provide you with the best service available to close your transaction expeditiously. Please find our checklist below with items you will need to provide. Any forms needed can be found in the FORMS section of our website.

Property
_____ If purchase – Copies of buyer and seller executed Purchase Contract, along with all offers and counter offers
_____ Capital Improvements Form – please provide on FBF form or equivalent format
_____ Complete fully executed rental or lease agreements with all amendments, if applicable
_____ Digital color pictures of the subject property interior, exterior front, rear and street views
_____ Name and phone number for your insurance agent and copy of Declaration page
_____ If refinance, Copy of Note

Borrower - all principles with 20% or greater ownership
_____ Personal Financial Statement (PFS) or Loan Application (1003) - complete and sign
_____ Schedule of Real Estate Owned (SREO) form – provide on FBF form
_____ Applicant's Authorization to Release Information form for credit report – complete and sign on FBF form
_____ Two months current bank and investment statements (all pages) to verify liquidity/reserves
_____ Three years current Business and Personal Federal Tax Returns including W-2’s, if applicable
- Personal Federal Tax Returns - include all schedules, statements, and K-1’s
- Business Federal Tax Returns - include all schedules, statements, and K-1’s
_____ Three years current Entity Federal Tax Returns - include all schedules, statements, and K-1’s
_____ Business Interim Financial Statement - dated within 60 days
_____ Business Debt Schedule, including business loans, equipment financing, and lines of credit associated with the operation of the business – please provide on FBF form or equivalent format
_____ Loan Request Summary and History of Business – please provide on FBF forms or equivalent format
_____ Management Resume – please provide or use FBF form
_____ Business Plan – required in all startups and most change of ownership situations
_____ Projections form – two years minimum, must be month by month for the first year and annual thereafter – please provide on FBF form or equivalent format

To process your loan efficiently and to obtain loan approval, we advise you to continue making your mortgage payments and pay bills on time. In addition, refrain from any major purchases that could affect your credit, such as a new vehicle etc., until the loan is completed.

Thank you for your business and do not hesitate to contact us with any questions.
We look forward to working with you.