



## ***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.*