



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.*