



BB&T Association Services

BB&T Association Services, a division of Branch Banking and Trust Company (“BB&T”), has the resources and experience to assist community and homeowner associations with repairs, renovations, and/or insurance premium financing.

BB&T 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 BB&T Association 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
<i>Financial information needed with all loan requests:</i>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Community Association Loan Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent interim financial statement (balance sheet and income statement)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three year-end fiscal financial statements including balance sheet and income statement; <ul style="list-style-type: none"> • Independent CPA prepared (Audited if available) <i>OR</i> • Internally prepared financials with corresponding tax returns
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current delinquency report showing 30-, 60-, and 90-day accounts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Board approved budget with statement of reserves
<i>Supporting documents required for all loans, excluding insurance premium financing:</i>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recorded copy of Bylaws, Declaration, Articles of Incorporation and any amendments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unit owner roster (alphabetical order)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Board minutes approving loan request including loan purpose and repayment source
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special assessment minutes and notice to unit owners, including frequency (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction contract(s) or description (itemized list) of use of proceeds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineer’s report (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reserve study (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of insurance for current year listing association’s coverage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attorney opinion letter (may be required)
<i>Supporting documents required for insurance premium financing:</i>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First page of the Recorded Declaration of Condominium/Covenant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of insurance invoice

Submitting your application

Please contact your local BB&T Association Services Relationship Manager to submit your application along with the additional required supporting documents. For questions about the documentation being requested, please contact us at 727-549-1202 or toll free at 888-722-6669.



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Community Association Loan Application

Association Contact Information			
Legal Name of Association ("Applicant")			
Association Tax-ID No.		Website	
Physical Address of the Association			
Mailing Address			
Contact Name		Phone	Email
Management Company		Phone	Email
Insurance Agent		Phone	Email
Association Attorney		Phone	Email
Association Unit Information			
No. of Units	No. of Investor Owned Units	Average Unit Value \$	Year Built/ Turned Over
No. of Owners Who Own Multiple Units		No. of Units Owned By Each	
Regular Dues are Collected		<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually	Due Date(s)
No. of Units Over 30 Days Delinquent		Total Dollar Amount Over 30 Days Delinquent \$	
Loan Request			
Amount Requested \$		Term Requested (Months)	
Loan Type <input type="checkbox"/> Term <input type="checkbox"/> Revolving Line of Credit <input type="checkbox"/> Construction/Perm			Project(s) Time Period (Months)
Purpose of Loan			
Source of Repayment (i.e. Annual Budget, Special Assessment, or Other)			
<input type="checkbox"/> Current Annual Budget	Line Item Name	Amount \$	
<input type="checkbox"/> Increase Annual Budget (Attach draft of proposed budget)	Date of Increase	Amount \$	
<input type="checkbox"/> Special Assessment	Start Date	Length of time	Amount \$
<input type="checkbox"/> Other (Description)			
Financial Information			
Provide details of existing debt			
List current financial institution(s)			Fiscal Year End Date
Other than the loan purpose, list any additional repair/ improvement projects that are anticipated or will be completed during the term of the loan.			
Provide details of any lawsuits, liens, or judgements (Attach additional description if necessary)			
Please list below all board members authorized to sign ("Authorized Signers") loan documents (minimum of two required)			
Name	Title	Name	Title
Name	Title	Name	Title

The Authorized Signer(s) consents to and agrees to be bound by all the terms and conditions of the Authorization set forth on Page 3 of this Application, and further acknowledges receipt of all Disclosures set forth on Page 3 of this Application. BB&T may accept and utilize for all purposes as an original a faxed or scanned copy of this signed Application.

Authorized Signer Signature _____ Title _____ Date _____

FOR BANK USE ONLY			
Date Application Received	Application Received by <input type="checkbox"/> In Person <input type="checkbox"/> Email/Fax	Bank Employee Name	User ID (B or C number)



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Community Association Loan Application Authorization and Disclosure Page

AUTHORIZATION

Each Authorized Signer(s) of the Community Association Loan Application hereby instructs and authorizes BB&T 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 a credit report and any other information relating to Applicant's credit status in connection with (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 authorizes the Lender in the future to obtain additional credit reports as the Lender deems necessary. 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; (c) the credit requested herein and any other credit obtained from the Lender by the Applicant on the basis of the information contained in this Application shall be used solely for business and commercial purposes; and (d) the Authorized Signor(s) signing below on behalf of Applicant is duly authorized and empowered to request credit on behalf of Applicant.

DISCLOSURES

Bank Secrecy Act Notice – 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" (individual or business) who opens an account. What this means for you: When you open an account, BB&T will ask for your name, address, date of birth (or proof of existence of a business entity) and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

Denial Disclosure – If your application for credit is denied, you have the right to a written statement of the specific reason(s) for the denial. A statement can be obtained by writing to the following address within 60 days from the date you are notified of the decision. Attn: Community Bank Risk Management Quality Assurance, (MC 100-50-02-59), P.O. Box 1847, Wilson, NC 27893-1847 (Ph. 866-874-2609). We will send you a written statement of the reason(s) for the denial within 30 days of receiving your request.

Equal Credit Opportunity Disclosure – 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 that the applicant has the legal 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 Bureau of Consumer Financial Protection, 1700 G Street NW, Washington, DC, 20006.

This page to be retained by Applicant



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AS Application V2

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Public

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