

APPLICATION REQUIREMENT LIST

In order for your loan application to be placed on the "Awaiting Review List," all the items identified below in the "ALL APPLICATIONS – ITEMS REQUIRED" section are required when you submit your application. The processing of your application will be delayed until we receive these requested items. The remaining items for your project should be submitted as soon as possible.

ALL APPLICATIONS --- ITEMS REQUIRED

- ◆ CHARTER or CERTIFICATE OF INCORPORATION
- ◆ BYLAWS
- ◆ IRS form 990 or 1099 showing EIN
- ◆ PA Dept. of Revenue State Tax Exemption Certificate
- ◆ LOAN APPLICATION AND LETTER OF INTENT (VL-1)
- ◆ RESOLUTION TO BORROW (VL-2)
- ◆ OFFICERS LIST
- ◆ IRS form W-9
- ◆ PUBLISHERS PROOF OF PUBLICATION (VL-4)
- ◆ LETTER OF RESPONSIBILITY (VL-10)
- ◆ FINANCIAL STATEMENT/PLAN CERTIFICATION (VL-5)
- ◆ FINANCIAL INSTITUTE FORM
- ◆ SUPPLIERS' LIST (VL-9)
- ◆ SIGNED CONTRACT(s) or AGREEMENT(s)
- ◆ PLANS or SPECIFICATIONS

APPARATUS APPLICATIONS --- ADDITIONAL ITEMS REQUIRED

NEW

- ◆ Vehicle Identification # (VIN)
- ◆ Copy of Title/Certificate of Origin
- ◆ Certification vehicle meets current NFPA Standards
- ◆ Performance Test (Pumpers & Aerials)

USED

- ◆ Vehicle Identification # (VIN)
- ◆ Copy of Title
- ◆ Certification vehicle meets applicable NFPA Standards when manufactured
- ◆ Performance Test * (Pumpers & Aerials)
- ◆ Pictures of vehicle (sides and rear)

REHAB

- ◆ Vehicle Identification # (VIN)
- ◆ Copy of Title
- ◆ Certification vehicle meets applicable NFPA Standards
- ◆ Performance Test * (Pumpers & Aerials)
- ◆ Pictures of vehicle(sides and rear)
- ◆ Bids (If less than 3, state reason)

* If more than a year transpires between the date of delivery and the date of your loan settlement, another pump or aerial test must be conducted by an independent testing organization not more than ninety (90) days prior to date of settlement.

AMBULANCE APPLICATIONS --- ADDITIONAL ITEMS REQUIRED

- ◆ Department of Health License
- ◆ Certification vehicle meets current Federal Standards

FACILITY APPLICATIONS --- ADDITIONAL ITEMS REQUIRED

- ◆ Project Status Report (VL-3)
- ◆ Contractors' List (VL-8)
- ◆ Contractor's Confirmation Form
- ◆ Pictures of Facility
- ◆ Sprinkler System Statement
- ◆ LEGAL DESCRIPTION (DEED) or LONG TERM LEASE
- ◆ Labor & Industry Certificate of Occupancy
- ◆ Contractor's Material & Cost Estimate
- ◆ Title Insurance (Due by Settlement)
- ◆ Copy of 1st Mortgage

PRIORITY 1 APPLICATIONS --- ADDITIONAL ITEMS REQUIRED

- ◆ Outmoded Letter
- ◆ Unsafe Letter
- ◆ Increased Demand Information

PA BONUS APPLICATIONS --- ADDITIONAL ITEMS REQUIRED

- ◆ Certification from the manufacturer that at least 75% of the total cost of the vehicle's chassis, frame, and other component parts, including permanently attached equipment or apparatus parts, has been either manufactured or assembled by a person doing business solely in Pennsylvania or by a business or corporation which is located in Pennsylvania. This certification is needed in order to exceed the applicable loan limit by an additional \$20,000.

REFINANCING APPLICATIONS --- ADDITIONAL ITEMS REQUIRED

- ◆ Loan Agreement The date of the loan agreement shall precede the date of delivery or completion of the project by at least one day.
- ◆ Loan Balance Statement