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Florida CAM Help Program Condominium Association Loan Submission Form

Condominium Association Legal Name	
Property Physical Address	
Condominium Association Mailing Address	
Association EIN Number:	
Property Management Company Name	
Management Company Contact Info	Company Name: <input type="text"/> Contact: <input type="text"/> <input type="text"/> Email: <input type="text"/>
Board Member Contact information	Name: <input type="text"/> Ph: <input type="text"/> Email: <input type="text"/>
Board Member Contact information	Name: <input type="text"/> Ph: <input type="text"/> Email: <input type="text"/>
Board Member Contact information	Name: <input type="text"/> Ph: <input type="text"/> Email: <input type="text"/>
Board Member Contact information	Name: <input type="text"/> Ph: <input type="text"/> Email: <input type="text"/>
Association Attorney Contact information	Company Name: <input type="text"/> Contact: <input type="text"/> <input type="text"/> Email: <input type="text"/>
Requested Loan Amount	
Property Folio Number or Parcel ID Number	
How many units in the association?	
Use of Funds other than renovations	
How much is the average HOA fee per unit?	
How much will the new average payment per unit be including the loan interest payments?	
What is the status of the 40-year recertification or when will it expire?	

Items in red are needed for pre-approval

Documentation Checklist

Note: Once we review the association bylaws, we may require further documentation. In most circumstances, the list below should be all we need.

- Association Bylaws
- Driver's license for the President, Treasurer, and Secretary for the condo association
- Bank statement for the condo association
- Balance sheet and income statement for the condo association
- Insurance policies (if available)
- Aging report for association dues
- Contract for work to be completed (if available)
- Copy of the notice of meeting and agenda for the board

Notice and Minutes procedures: The meeting notice will have to be mailed/posted at least 14 days prior to the date of the meeting. Evidence of compliance with the notice requirement must be made by an affidavit executed by the person providing the notice. The notice must specifically state: 1) that the special assessment will be considered and ratified, 2) that approval of a loan will be considered, 3) provide the amount of the loan and special assessment, and 4) provide a description of the purpose of the special assessment. Once the Meeting is held, we will need the minutes of that meeting providing that the special assessment was ratified and the loan approved.

Note: All repairs and renovations must be completed and/or managed by a Florida CAM Help Certified Contractor. Your loan will need to be officially underwritten and given official approval before funding of the project to take place. This is not a commitment to lend, and you are not required to obtain a loan simply because you have received a pre-approval letter. Your Association By-Laws procedures need to be met before final funding approval.