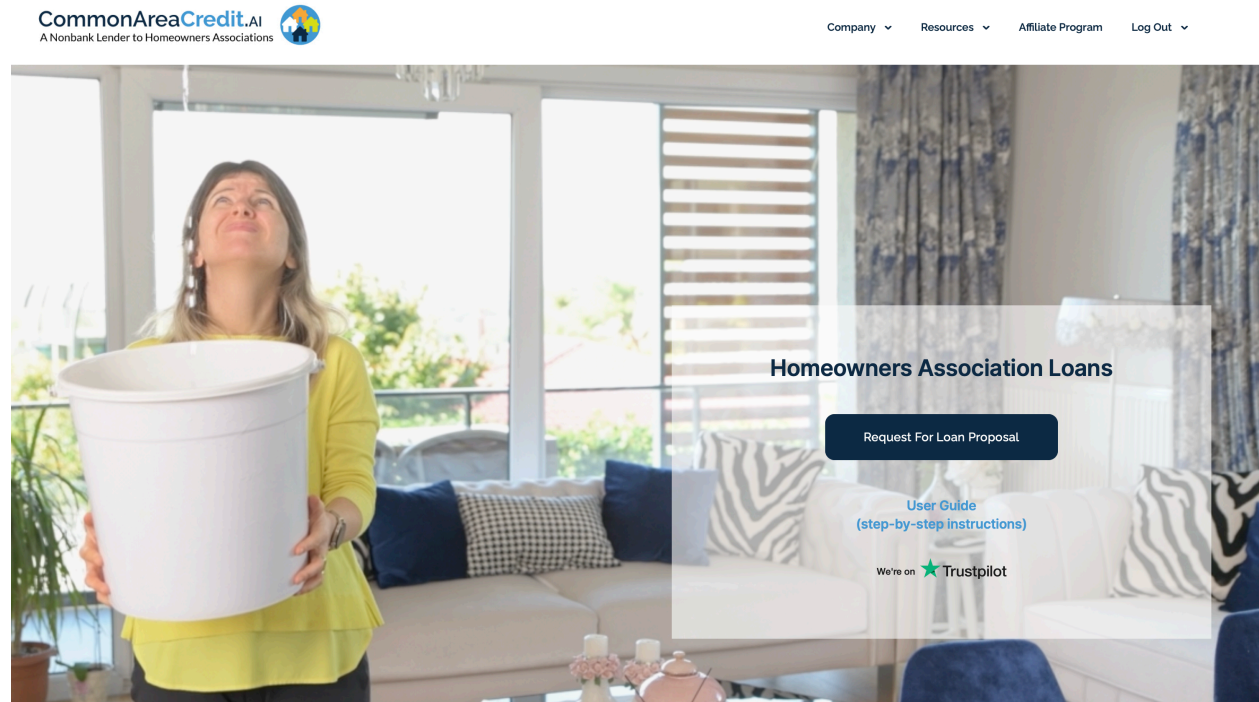




User Guide

(step-by-step instructions)





Request For Loan Proposal

Minimum Requirements

- Professional property management
- Loan minimum: \$500K; Loan maximum: N/A

Loan Approval & Funding

- Submit loan application and information on the application checklist
- Deliver an Opinion Letter from the association attorney
- Provided evidence of insurance with lender added as loss payee / additional insured

Getting Started

Be prepared to provide the following information

- Loan Purpose and Requested Terms
- Association (Applicant) Name, Address, Contact Info, and Employee Identification Number (EIN)
- Management Company Name, Address, and Contact Info



STEP
02 Initial Submission

Step 1 of 4



Loan Request



Amount: **\$500000**

Amount requested (minimum of \$500,000)

Is the loan for repairs or replacement?

Yes ▼

What is the purpose of the loan?

Source of Repayment

- Current Regular Assessment
 - Increase Regular Assessment
 - Special Assessment - Currently Approved
 - Special Assessment - To Be Approved
- Plan for repayment

Term Requested

- 3-years
- 5-years
- 7-years
- 10-years
- 15-years
- 20-years

Term Interest Rate Requested

- Fixed
- Variable

Next



STEP

03

Account Registration

First Name	Last Name
Email	
Password	Re-Type Password
Phone	
Association Legal Name	
Address	
City	
Alabama	
Zip	
Register	


STEP
04

Add EIN/Tax ID Number and Date of Request to Profile

Profile

Reports

Profile

 Please add EIN and Date of the Request to complete your profile

First Name

test

Last Name

test

EIN

Association Legal Name

test

Date of the Request

Phone

584-554-4525

Address

test

City

test

State

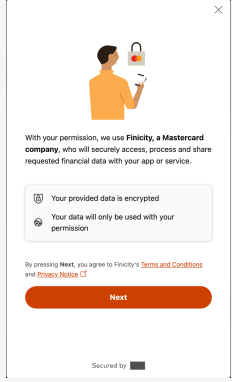
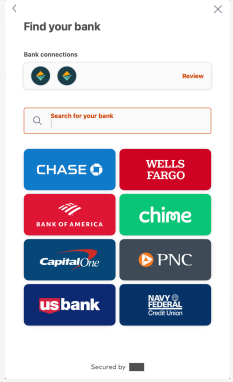
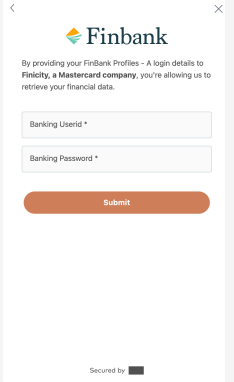
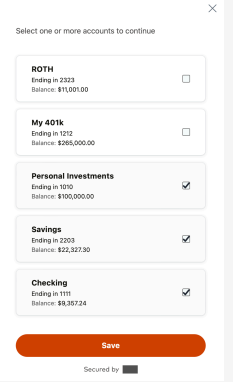
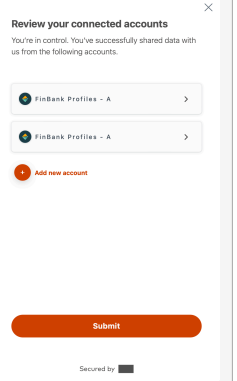
Florida

Zip

58455

Update

STEP
05 **Connect Bank Information**

A	B	C	D	E
				
<p>With your permission, we use Finicity, a Mastercard company, who will securely access, process and share requested financial data.</p>	<p>Find your bank(s)</p>	<p>By providing your Finbank login details to Finicity, a Mastercard company, you're allowing us to retrieve your financial data.</p>	<p>Select one or more accounts to continue</p>	<p>Review your connected accounts.</p> <p>You're in control. You've successfully shared data with us from the following accounts.</p>

STEP
06

Generate Payment Risk Score and Payment Risk Report

Profile

Reports

Reports

Connect

Payment Risk and Scoring Report

Statement

Account Info

Payment Risk and Scoring Report

Generate Report

Show entries

Search:

Request By

Title

Created Date

No data available in table

Showing 0 to 0 of 0 entries

Previous

Next

HOW TO READ A REPORT
Payment Risk Report

Using up to 12 months of data, the Payment Risk Score and Payment Risk Report predicts the probability that a small business will experience a payment risk (NSF/Overdraft, missed recurring payment, late fee, etc.) in the future when making a payment based on Open Banking. The Score is a 2-digit ranking with four segments of risk going from low to high.

- Report details**
Find your borrower's information, along with the report creation data, the requester (YOU), the Report ID, and Reference No. The Report ID will be used to request copies.
- Payment risk score**
The Score represents the likelihood of a missed payment based on an analysis of open banking data.
The Score has four levels:
High - 76-100
Medium-High - 51-75
Medium - 26-50
Low - 0-25
The higher the score, the more likely they will miss a payment.
- Summary by account**
These are the accounts used to create the Score and Report. It includes the name of the financial institution, name of the account, account holder, the last four digits of the account number, type of account, such as checking, savings. The Beginning Balance, Average Monthly Bal, and Current Balance are for the reporting period.
- Non sufficient funds by account**
For each account listed in the Summary by Account section, it lists the financial institution and account name. It also shows the most recent non-sufficient funds fee debit transaction in the last time the financial institution charged a fee to the account. Total number of insufficient funds is the number of times that account had an insufficient funds transaction during the reporting period.

Transaction summary for all accounts
NSF Totals - The total amount of non-sufficient funds or overdraft transactions during the reporting period.
NSF Monthly Average - Monthly average NSF Payments with a total of non-sufficient funds or overdraft.

Payment History Report
Requester: **CommonAreaCredit**
Report ID: **223456789101**
Reference No: **23456789**
Report Date: **30/03/23**
Data Range: **01/01/21 - 30/03/23**
Risk Level: **Medium**
Score: **37**

SUMMARY BY ACCOUNT

Financial Institution	Account	Account Owner	Account Type	Beginning Balance	Average Monthly Bal.	Current Balance
Chase	Checking	Elizabeth Johnson	Checking	\$4,291	\$4,750	\$5,047

NON-SUFFICIENT FUNDS BY ACCOUNT

Financial Institution	Account	Date since the most recent insufficient funds fee debit transaction	\$	Total number of insufficient funds
Chase	Checking	2/25	\$8	7

TRANSACTION SUMMARY - All accounts

NSF Totals	NSF Monthly Average	Debit Totals	Deposit Monthly Average	Withdrawal Totals	Withdrawal Monthly Average
0	.33	\$171,000	\$7,125.00	\$144,400	\$4,850

Other Financial Summary - All accounts

Average Balances


Balances - Open and Close

STEP

06.1

Generate Statement Report - A Summary of Your Rights Under the Fair Credit Reporting Act. View/Print

 Profile

 Reports

Reports

Connect

Payment Risk and Scoring Report

Statement

Account Info

Generate Report

Show entries

Search:

**Para información en español, visita www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA.

For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.
- **All consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies.** See www.consumerfinance.gov/learnmore for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identify theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:



After generating the financial verification reports the Applicant will be redirected to the Loan Application Instructions page, including: 1) Instructions for Applying for a Homeowners Association Loan, 2) Loan Application Checklist and 3) Loan Application.

Applying for a Homeowners Association Loan

- Determine the scope of the repair and improvement work and the timetable for completion.
- Determine the estimated project costs.
- Determine who will be the project/construction manager
- Appoint a contact who will work with the Lender (usually the manager)
- Determine the appropriate term for the loan
- Contact the association's attorney to determine the association's ability to borrow, pledge assets, and authorization(s) needed to increase assessments or pass a special assessment if required.
- Establish a timetable for informing the members of the project and anticipated borrowing needs.
- Pass a borrowing resolution by the association's governing documents and the attorney's directions.
- Pass and levy the special assessment by the association's governing documents for the amount of the loan plus estimated interest (if a special assessment is required)
- Determine which board members will be authorized to execute (sign) the loan documents and request disbursement(s) for the loan
- Submit the completed application and information on the application checklist.
- After the loan is approved, deliver the opinion letter from the attorney.
- Sign the loan documents.

Loan Application Checklist

To consider the association's loan request, the Lender will need the following information:

- Completed loan application
- Loan application fee of \$1,000 (which shall be refundable, less Lender expenses, if the Lender declines the loan request, and which shall be applied towards the commitment fee if the Lender approves the loan).
- Copy of the special assessment resolution (including ballot and vote tally) passed by the association membership
- Duly passed Borrowing Resolution (will be provided at loan closing if not available)
- Copy of the Associations current budget and, if available, the proposed budget for the upcoming fiscal year
- Copy of most recent interim and fiscal year-end CPA-prepared financial statements, including Balance Sheet and Income Statement for the last three years.
- Copy of tax returns for the last three years.
- Copy of the association's most recent Bank or Brokerage Statements
- Copy of the association's current collection policy
- Assessment Delinquency Report for the most recent three (3) months (please explain any delinquent accounts that fall outside the collection policy)
- Copy of complete Reserve Study in a form acceptable to the Lender. The study must be less than three (3) years old.
- Minutes of the last annual meeting reflecting the election of current directors
- Copy of estimated construction budget
- Recorded copy of the association's Articles of Incorporation, Declaration of Covenants, and Bylaws, along with any amendments
- Copy of current paid insurance binders for the association's property, D&O, and liability policies
- Details of litigation, judgments, or settlements (if any) entered into and remaining unsatisfied against the association.
- Details of any non-compliance of any building codes or environmental laws (if any)
- Attorney Opinion Letter (required for closing)
- Signed Construction Contract and Contractor's Evidence of Insurance (required for closing)
- Evidence of Insurance with the Lender added as the loss payee/ additional insured (required for closing)

Before loan funding and subject to credit approval, the Lender will require an attorney's opinion letter in form and content satisfactory to the Lender. To avoid delays or problems in securing the association's attorney's opinion letter, we recommend the association engage legal counsel early in the borrowing process.

All items listed above must be submitted before the Lender fully considers the loan application. If you have any questions regarding the above materials, please email us at info@commonareacredit.com, and an association loan specialist will be happy to help you.

Loan Application

All items listed in the table below must be submitted before the lender fully considers the loan application. If you have any questions regarding the materials requested, please email us at info@commonareacredit.com, and a loan specialist will be happy to help you.

Step 1 of 12



Association Name (Applicant)

Website / URL

Address

Address Line 1

Address Line 2

City

State

Zip Code

Next

[Save and Resume Later](#)

The undersigned homeowners association (“Applicant”) hereby certifies that the information contained in this application and any attachments hereto is complete, accurate, and correct and is provided for the exclusive purpose of obtaining the Loan Request on behalf of the Applicant from Common Area Credit Inc. (“Lender”). Applicant agrees that the Lender will be notified of any material change in the information provided in this application, and the Lender is hereby authorized to make whatever inquiries it deems necessary and reasonable in conjunction with verifying the information provided in this application.

The Lender is hereby authorized to disclose any information provided in this application or any attachment hereto regarding the applicant's financial condition, including but not limited to all financial statements and other information concerning the applicant's creditworthiness, credit record, and credit standing, to any of applicant's sureties, or other credit reporters, or creditors, at any time before, during, or following the term of the credit.