



FARM CREDIT SERVICES OF HAWAII, ACA

Federal Land Bank Association of Hawaii, FLCA

Hawaii Production Credit Association

LOAN APPLICATION PACKAGE INFORMATION

The following documents and/or information are required to start the loan application process:

1. **Loan Application Form (please sign and date)**
2. **Financial Statement (please sign and date)**
 - a) Individual, Guarantors -- Submit Financial Statement dated within thirty (30) days of the loan application date. Submit past three (3) years of financial statements, if available. (Include schedule for real estate, loans, deposits, etc.)
 - b) Corporations, Partnership, Trust, Estates, etc. -- Submit past three (3) years of Year-end Financial Statements including the most recent completed year and interim financial statement for the current year. (Complete schedule for real estate, deposits, loans, etc.)
 - c) If the loan request is more than \$400,000, submit four (4) years of year-end financial statements including the most recent completed year plus interim financial statement.
3. **Federal Income Tax Return or Income Statements**
(Originals may be submitted and it will be returned)
 - a) Individual, Guarantor -- Submit past three (3) years of Federal Income Tax Returns including the most recent completed year and **a copy of your earning statement for the current year within thirty (30) days of the loan application**, if the loan request is less than \$400,000. Submit past four (4) years of Federal Income Tax Returns, if the loan request is more than \$400,000.
 - b) Corporations, Partnership, Trusts, Estates, etc. -- Submit past three (3) years of Federal Income Tax Returns and Income Statements including the most recent completed year and an interim income statement.
4. **Information Authorization (please sign and date)**
5. **Legal Description of Real Property**
 - a) Copy of DROA or
 - b) Copy of Agreement of Sale or
 - c) Copy of Deed or
 - d) Copy of Lease Agreement (State of Hawaii)
6. **Previous Appraisal Report (if available)**
7. **Hazardous Waste Statement (please sign and date)**
8. **Living Expense Form (please sign and date)**
9. **Other Documents**
 - a) Submit a copy of Articles of Incorporation, By-Laws, Partnership Agreements, Trust Agreements, etc.

If you have any questions about our forms or need assistance in completing the forms, please feel free to call on us.

HONOLULU OFFICE – Main Office

2850 Paa Street, Suite 100
Honolulu, Hawaii 96819
Phone: (808) 836-8009
Fax: (808) 836-8610
Toll Free: 1-800-894-4996

HILO OFFICE

988 Kinoole Street
Hilo, Hawaii 96720
Phone: (808) 836-8009
Fax: (808) 961-5494
Toll Free: 1-800-894-4996

MAILING ADDRESS

P. O. Box 31306
Honolulu, HI 96820

PLEASE NOTE: The above requirements may not be sufficient information to process the application when received due to the type of request being submitted. Our loan officers will contact the applicant for other information to submit.

