



Dear Broker,

“Speed is of the Essence”

So that we can quickly process your Credit Submission, please make sure that the file you are sending in is complete and ready for credit processing.

Please verify and clarify that the applicant is a “Sole Prop” or a “Business”.

All credit criteria boxes must be checked in order to have a Complete Credit Submission

CHB Deal Submission /Processing Requirements

Sole Prop/Individual Application

- Signed Credit Application**
- Full Name of Applicant(s)
- Social Security Number(s)**
- Current Physical Address(s)
- Phone Number(s)
- Email Address(s)
- Tax Statements (for funding over \$150,000)
- Full Financials (for funding over \$150,000)
- CBR(s) (if you pull credit)
- Credit Application w/credit release endorsement (giving the permission to pull credit)

OR

Business Application

- Signed Credit Application**
- Full complete name of Business**
- EIN (Employment Identification Number)**
- Current Business Physical Address
- Business Phone Number
- Business Email Address
- PG's Full Name (anyone with at least 20% ownership)**
- PG's Social Security Number**
- PG's Current Physical Address
- PG's Phone Number
- PG's Email Address
- Please provide State of (SOS) Business Registration*
- Please clarify if a BUSINESS or SOLE PROP*
- Tax Statements (for funding over \$150,000)
- Full Financials (for funding over \$150,000)
- CBR(s) (if you pull credit)
- Credit Application w/credit release endorsement (giving the permission to pull credit)

Equipment Invoice with Cost Breakdown:

- Vendor Invoice
- Vendor/Seller address, phone number, & website
- Equipment Specs
- Mileage/Hours
- Serial No./VIN matching all documents (*including rebuilds*)
- Color Photos Conditions
- Report for Used Equipment

OR

Pre-Approval/Pre-Qualification:

- Fully completed Credit Application (*as stated at left*)
- Ball-Park Spec Sheet
- *3-months Bank Statements
- Tax Statements (for funding over \$150,000)
- Questionnaire (Trailers only under \$75,000)

*Bank Statements (all pages):

- Required for all deals >\$25K except trailers or for trailer-only deals >\$75K. Business bank statements are preferred; will accept personal statement in lieu of business statements for Start-ups, Sole Proprietors, and loans in an individual's name.

Thank you for your business, your trust, and your confidence in CHB.

It is our pleasure to work with you.