



**Dear Broker,  
"Speed is of the Essence"**

To save time and efficiently process your Credit Submission(s), please make sure that the PDF files you are sending - are complete and ready for credit processing.

- Verify and clarify that the applicant is a "Sole Prop" or a "Business".**
- PDF docs only. All docs are needed to be converted to the PDF format (images included)**
- All docs need to be in separate files and labeled as to their contents.**

Example: August Banks, CBR (name), Invoice, Application (business name)

**[CHB Deal Submission/Processing Requirements – credit@chbef.com](mailto:credit@chbef.com)**

**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)

**Bank Statements**

**Bank Statements (all pages) 3 months:**

- Required for all deals >\$25K (trailer only deals <\$75k are exempt from the bank statement requirement)
- Business bank statements are required; will accept personal statement in lieu of business statements for Start-ups, Sole Proprietors, and loans in an individual's name. To tell the whole "story" send all accounts with a bank statement.

**Equipment Specs/Invoice**

**Equipment Invoice with Cost Breakdown:**

- Vendor/Seller Invoice or Bill of Sale (BOS)
- 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)

**Increase Speed and Efficiency:**

- Please Check back through your file before submitting it to be reviewed for funding. It is critical to keep your deal moving through the line as quickly and efficiently as possible. If information is not complete – your file will fall behind until the needed critical information is received. We view all information on this checklist to be critical for the initial processing and success of your deal.

***Thank you for your business, your trust, and your confidence in CHB.  
It is our pleasure to work with you.***