

**United States Department of the Air Force  
Air Combat Command  
(ACC)  
Air Force Center for  
Environmental Excellence  
(AFCEE)**



**Privatization of Military Family Housing  
Cannon Air Force Base, New Mexico**

Solicitation Number: AFCEE-03-0003

**APPENDIX O  
Borrower Application Form and Instructions**

**Step One Proposals Are Due No Later Than  
5:00 P.M. MT 18 Aug 03 At:**

PSC MILITARY HOUSING COMPANY

132 South 600 East

Salt Lake City, Utah 84102

Voice 801.363.2277 Fax 801.363.1912

Email: [rusty@psc-evg.com](mailto:rusty@psc-evg.com)

Web site: [www.pscmhc.com](http://www.pscmhc.com)

## APPENDIX O. BORROWER APPLICATION FORM AND INSTRUCTIONS

Project Name: \_\_\_\_\_

For definitions and other guidance, see "Completion Instructions for the Borrower Application" on the last page of this document.

### I. GENERAL INFORMATION

1. Applicant's Legal Name: \_\_\_\_\_
2. Headquarters Address: \_\_\_\_\_  
\_\_\_\_\_
3. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
4. Telephone Number: \_\_\_\_\_
5. Fax Number: \_\_\_\_\_
6. E-mail Address: \_\_\_\_\_
7. Type of Entity:  
 General Partnership       Limited Partnership       Limited Liability Co.  
 Corporation       Other (please specify): \_\_\_\_\_
8. Date established: \_\_\_\_\_
9. Tax Identification Number: \_\_\_\_\_
10. Dun & Bradstreet Number: \_\_\_\_\_
11. Foreign or Domestic Owned? \_\_\_\_\_
12. All Other Company Names that the Applicant has Conducted Business under during Past Ten Years (attach additional pages, if needed)
13. Applicant's Property Management Company (if separate entity): \_\_\_\_\_

14. Principals forming the Applicant (attach additional pages, if needed):

Name and Title	Phone	Fax	Tax ID or SSN, as applicable	Ownership Percentage in Applicant
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Note: Applicants and Principals who are individuals must complete Attachment A.*

**II. KEY CONTACTS, OFFICERS AND AFFILIATES**

1. Key Contacts and Officers:

*List the primary contact for this application and any key officers.*

Name & Title	Telephone	Fax	Primary Contact?	
			Yes	No
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

2. Affiliates:

*Provide a list of **all** affiliated companies of the Applicant and include parent companies and any subsidiaries. Note the address and relationship (if applicable) of each company.*

Company Name	Address	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

**III. SUMMARY OF PROPOSED LOAN TERMS**

**Guaranteed Loan**

- 1. Lender: \_\_\_\_\_
- 2. Loan Amount: \_\_\_\_\_
- 3. Loan Type (balloon, etc.) \_\_\_\_\_
- 4. Fixed Rate (Y/N): \_\_\_\_\_
- 5. Adjustable Rate (Y/N): \_\_\_\_\_
- 6. Index (if Adj. Rate): \_\_\_\_\_
- 7. Margin (if Adj. Rate): \_\_\_\_\_
- 8. Rate Cap (if Adj. Rate): \_\_\_\_\_
- 9. Interest Rate: \_\_\_\_\_
- 10. Amortization Period, in months: \_\_\_\_\_
- 11. Expected Loan Closing Date: \_\_\_\_\_
- 12. Expected Loan Maturity Date: \_\_\_\_\_
- 13. Loan Discount Points: \_\_\_\_\_
- 14. Other Fees: \_\_\_\_\_

**Direct Loan**

- 1. Lender: Department of Defense  
\_\_\_\_\_
- 2. Loan Amount: \_\_\_\_\_
- 3. Loan Type (balloon, etc.) \_\_\_\_\_
- 4. Fixed Rate (Y/N): \_\_\_\_\_
- 5. Adjustable Rate (Y/N): \_\_\_\_\_
- 6. Index (if Adj. Rate): \_\_\_\_\_
- 7. Margin (if Adj. Rate): \_\_\_\_\_
- 8. Rate Cap (if Adj. Rate): \_\_\_\_\_
- 9. Interest Rate: \_\_\_\_\_
- 10. Amortization Period, in months: \_\_\_\_\_
- 11. Expected Loan Closing Date: \_\_\_\_\_
- 12. Expected Loan Maturity Date: \_\_\_\_\_
- 13. Loan Discount Points: \_\_\_\_\_
- 14. Other Fees: \_\_\_\_\_

**IV. THIRD PARTY GUARANTOR INFORMATION**

- 1. Guarantor Name: \_\_\_\_\_
- 2. Guarantor Address: \_\_\_\_\_  
\_\_\_\_\_
- 3. Contact Name: \_\_\_\_\_
- 4. Telephone Number: \_\_\_\_\_
- 5. Dun and Bradstreet Number: \_\_\_\_\_
- 6. Tax Identification Number: \_\_\_\_\_
- 7. Guarantor of Direct Loan?  Yes  No
- 8. Guarantor of Guaranteed Loan?  Yes  No
- 9. Provide Statement of Guarantee between Applicant and Third Party Guarantor  Attached

**V. HISTORICAL AND CURRENT INFORMATION**

*NOTE 1: Any documents submitted with your proposal in response to an MHPI solicitation need not be submitted again with this Application. If a question requests information contained in your proposal, specify the document location in the proposal, including section and page number.*

*NOTE 2: A separate copy of this section must be completed and signed by the Applicant and the Third Party Guarantor(s). It should also be completed and signed by each Principal of the Applicant, if Applicant has been in existence for a period of less than three years.*

1. Please provide the following information:

Check the appropriate response.

a) A brief narrative describing corporate history, business, and primary operations. Include mergers, acquisitions, bankruptcy and default history, and recent business changes within the past three years.

- Attached  
 Included in Proposal

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Proposal Location

b) A brief description of all real estate projects similar to the type covered in this Application, within the past three years. Only comment on those that projects that are/were owned by, operated by, or under the control of the Applicant, Principal or Third Party Guarantor as applicable. In all cases, indicate whether a separate Property management company is/was used.

- Attached  
 Included in Proposal

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Proposal Location

c) A summary of the current real estate investment portfolio (debt and equity). Include number and type of projects, current outstanding debt or other borrowings, locations, appraised value, delinquency and default status. Identify separately the multifamily housing portfolio (debt and equity) for the past three years. Include number of projects, current outstanding debt or other borrowings, location, appraised value, delinquency and default status. Only comment on those that projects that are/were owned by, operated by, or under the control of the Applicant, Principal or Third Party Guarantor as applicable. In all cases, indicate whether a separate Property management company is/was used.

- Attached  
 Included in Proposal

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Proposal Location

d) Three bank references. In addition, a signed Credit Investigation Notice for the Applicant, each Principal of the Applicant, and Third Party Guarantor(s). Use Attachments B and D.

- Attached  
 Included in Proposal

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Proposal Location

e) An explanation of any previous or current federal government or other contracts that were terminated, in full or in part, as a result of default or performance deficiency.

- Attached  
 Included in Proposal

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Proposal Location

**V. HISTORICAL AND CURRENT INFORMATION (CONTINUED)**

*Check the appropriate response.*

- f) Any other data deemed relevant for purposes of assisting DoD in evaluating creditworthiness, historical financial condition, liquidity, and operational track record.

- Attached  
 Included in Proposal

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Proposal Location

- g) Information on any other MHPI projects you are participating in or proposing on, including name, description of project, loan terms, and name of lender.

- Attached  
 Included in Proposal

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Proposal Location

- h) Year-end financial statements, including a balance sheet, income statement, and statement of cash flows audited by an independent certified public accountant, for the most recent three years. If the Applicant is an entity which has existed for less than three years, the Applicant should also provide audited financial statements for the Principals of the Applicant. If audited financial statements for any party are unavailable *for the most recent year only*, the Applicant may submit financial statements that are certified as being true and correct by authorized representatives of the Applicant, and by the Principal(s), as applicable.

- Attached  
 Included in Proposal

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Proposal Location

- i) Year-to-date financial statements, certified true and correct by the appropriate financial officer, dated no more than three months prior to the date of this submission.

- Attached  
 Included in Proposal

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Proposal Location

- j) *Applicants Only* - A summary schedule listing each account in which the funds or other liquid assets are held for the down payment and closing costs in connection with this transaction. Also provide a signed authorization for verifying funds held on deposit. Use Attachment C; one for each applicable account.

- Attached  
 Included in Proposal

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Proposal Location

- k) A certification that there has been no material adverse change in the financial condition, net worth or liquidity since the date financial statements were completed; nor has there been any significant increases in encumbrances on assets in portfolio or similar increases in liabilities. Any major assets acquired or sold, since the financial statements, should be noted.

- Attached  
 Included in Proposal

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Proposal Location

**V. HISTORICAL AND CURRENT INFORMATION (CONTINUED)**

*Check the appropriate response.*

l) Federal tax returns for the most recent three years.

- Attached  
 Included in Proposal

\_\_\_\_\_  
Proposal Location

m) *Applicants Only* - Description of the relationship between the Applicant and its Property management company, if a separate entity. Attach a copy of the management agreement and/or personnel schedules outlining compensation, benefits, free rent etc.

- Attached  
 Included in Proposal

\_\_\_\_\_  
Proposal Location

n) Federal tax returns for the most recent three years.

- Attached  
 Included in Proposal

\_\_\_\_\_  
Proposal Location

2. In addition, attest to the following. Provide written explanations for responses that are “No”.

- |   |                          |                          |
|---|--------------------------|--------------------------|
| a) The Applicant, its Principals, and Third Party Guarantors have provided their tax identification numbers to DoD.   | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| b) The Applicant, its Principals, and Third Party Guarantors acknowledge and understand that any tax identification numbers may be used by any lender participating in the guaranteed and direct loan programs and the Government to determine whether such parties are delinquent or in default on any federal debt and to collect and report on delinquent debt of borrowers under the DoD guaranteed and direct loan programs. Furthermore, the Applicant, its Principals, and Third Party Guarantors, acknowledge and understand that any Guaranteed Lender and the Government will report credit extensions and delinquent debts of prospective borrowers under the guaranteed and direct loan programs to credit reporting bureaus to support the improvement of providing debtor information to the public and federal agencies. | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| c) The Applicant has attached its organizational documents, including the Certificate of Incorporation where applicable. These documents are certified as being true and correct by an authorized representative of the Applicant.  | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Neither the Applicant nor any of its Principals, Officers, Directors, or Owners have been debarred or suspended from participation in any federal government lending programs.   | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Neither the Applicant nor any of its Principals, Officers, Directors, or Owners have filed for protection under applicable bankruptcy laws over the last 10 years.   | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Neither the Applicant nor any of its Principals, Officers, Directors, or Owners have defaulted on any mortgage obligation or real estate related borrowing.  | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |

**V. HISTORICAL AND CURRENT INFORMATION (CONTINUED)**

- g) Neither the Applicant nor any of its Principals, Officers, Directors, or Owners have been charged with or arrested or convicted of any felony criminal offense, other than a minor motor vehicle violation. If no, furnish details on a separate sheet of paper. Yes No
- h) The Applicant shall follow and adhere to DoD's guaranteed and direct loan program requirements, pursuant to subject loan agreements and other policy guidance. Yes No
3. In addition to the agreements set forth above, please certify to the following:
- a) The Applicant, its Principals, and Third Party Guarantors acknowledge and understand that any Guaranteed Lender and the Government will deny credit to the Applicant for a guaranteed and/or direct loan if the Applicant (or its Principals and Third Party Guarantors) is delinquent for any indebtedness to the federal government and such delinquency has not been satisfactorily resolved according to the federal agency responsible for administering such delinquent debt. Yes No
- b) The Applicant, its Principals, and Third Party Guarantors acknowledge and understand that any Guaranteed Lender and the Government will determine as part of its underwriting process whether the Applicant (and its Principals and Third Party Guarantors) is creditworthy and has the ability to repay proposed guaranteed and/or direct loans. The process for making such a determination shall include, at a minimum, obtaining and evaluating credit reports from credit agencies, the proposed loans' debt service coverage and loan-to-value ratios, and other relevant information. Yes No
- c) The Applicant, its Principals, and Third Party Guarantors acknowledge and understand that DoD, or its designee, may request updated information at any time prior to the funding of the loan. Yes No

**The undersigned is authorized to sign this section of the Application on behalf of the Principal or Third Party Guarantor. The undersigned certifies that the facts stated and the representations made in this section are true, to the best of the undersigned's knowledge and belief after due diligence, and that the undersigned has not omitted any material facts.**

Check Appropriate Box:  Applicant  Principal  Third Party Guarantor

By:

\_\_\_\_\_  
*(Signature of Authorized Officer)*

Name:

Title:

Date:

## VI. CERTIFICATIONS

### 1. The Applicant hereby certifies as follows:

- |   |                                 |                                |
|---|---------------------------------|--------------------------------|
| a) Neither the Applicant nor any of its officers, directors, or owners are in default or delinquent on any debt or loans provided or guaranteed by the federal government.  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| b) It is duly organized and validly existing under the laws of the State of _____ and is legally authorized to carry on its business in the State of _____.   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| c) It is in good standing with all applicable federal, state and/or local regulatory bodies, if any.  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| d) It has or will have the lawful authority to borrow any guaranteed and/or direct loans as listed above in its own name.   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| e) The Applicant has not paid or incurred any obligation to pay any Government employee any fee, gratuity, or anything of value for obtaining the loan hereby applied for. If such fee, gratuity, etc. has been solicited by any such employee, the proposed borrower agrees to report such information to DoD's Office of Inspector General. | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |

### 2. The Applicant hereby agrees to:

- |  |                                 |                                |
|--|---------------------------------|--------------------------------|
| a) Comply with all DoD and Military Housing policies and procedures governing borrowers under the MHPI DoD loan programs, including, if applicable, requirements set forth in the form of the Guaranty Agreement for the Military Housing Privatization Initiative project, those otherwise established by DoD and the military and all applicable federal regulatory requirements.                                  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| b) Comply with the conditions established by DoD for continued participation as a borrower in the DoD loan programs.   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| c) Notify DoD in writing within 30 days if there are any material changes in its corporate or ownership structure or business practices, including, but not limited to changes in name, principal place of business, mergers, dissolution, bankruptcy or insolvency, and character of business. Applicant shall also notify DoD of material changes in any information provided in connection with this application. | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| d) Promptly furnish any additional information needed in connection with any DoD loan, its approval as a borrower under the DoD loan programs, and its operation. Make available to DoD or its designee upon reasonable prior notice, for inspection, copying and auditing, its books, records, and accounts with respect to its general operations and any DoD direct or guaranteed loan.                           | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| e) Transfer its rights and obligations with respect to a DoD guaranteed or direct loan only to parties approved by the Government or meeting the standards set forth in the related loan documents.  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |

**Privacy Act Notice:** Information provided in this form and in other attachments with respect to an Individual Applicant for DoD's Loan Program or to Individuals who are Principals or Third-Party Guarantors of the Applicant is used by DoD to make a determination with respect to whether or not the Applicant is eligible for participation in the program. Completion of this form is voluntary. However, failure to provide the requested information, in the form requested, may cause DoD to reach an adverse decision about the Applicant's qualifications.

The information collected in the Borrower Approval Application may be disclosed to: the appropriate federal, state, or local agencies when the information indicates a violation of law; a Congressional office in response to an inquiry made of the Applicant; and a court in connection with a judicial proceeding.

**VI. CERTIFICATIONS (CONTINUED)**

**Disclosure of Lobbying Activities:** *The undersigned states, to the best of his or her knowledge and belief, that: (1) if any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the United States' agreement to guarantee and/or make a loan, the undersigned shall complete and submit with this application Standard Form LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions, and (2) submission of this statement is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.*

The undersigned entity/individual hereby represents and warrants that: (1) all information contained in this Borrower's Approval Application is complete and accurate, and (2) DoD will be notified of any material change in the information provided in this Application during the time after submission of this Application and prior to approval. The undersigned entity/individual understands that DoD will be relying upon the information contained in this Application and that any misrepresentation or omission may constitute a civil or criminal violation and may cause DoD to reach an adverse decision about the Applicant's qualifications.

This Application is a material representation of fact upon which reliance is being placed by the federal government. Submission of this Application is a prerequisite for approval as a borrower and the approval of the proposed guaranteed and/or direct loan(s). It is a crime to knowingly make false statements to a federal agency. Penalties upon conviction can include a fine and imprisonment. For details, see Title 18 U.S. Code, Section 1001.

**The undersigned person certifies that she/he is authorized to execute this Application on behalf of the Applicant, its Principals and its Third Party Guarantors. By submitting this Application, the undersigned certifies that the facts stated and the representations made in this Application are true, to the best of the Applicant's knowledge and belief after due diligence, and that the Applicant has not omitted any material facts.**

By:

\_\_\_\_\_

*(Signature of Authorized Officer)*

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

## INSTRUCTIONS FOR COMPLETION OF THE BORROWER APPLICATION FORM

Use the attached form to apply for approval as a borrower for the Department of Defense's (DoD) Military Housing Privatization Initiative (MHPI). The form is designed to collect basic information needed in order for DoD to evaluate the Applicant's (or Principal's or Third Party Guarantor's, as applicable) creditworthiness. This application form is valid only when it is complete and signed by the proper authority. The following instructions apply to the attached application form.

### I. GENERAL INFORMATION

1. See definition of "Applicant" in Definitions section.
- 2-6. Self-explanatory
7. Examples of "Other" entities are individual franchise trust, etc.
8. Self explanatory
- 9-10. Pursuant to various federal regulatory requirements, the tax identification numbers collected throughout the application will be used to determine whether the Applicant (and its Principals and Third Party Guarantors, as applicable) is delinquent or in default on any federal debt and to collect and report on delinquent debt under the DoD Guaranteed and Direct Loan programs. DoD reserves the right to reject an Applicant if the Applicant (or its Principals or Third Party Guarantors) is not in good standing with the Government. If your Dun and Bradstreet number is not known, contact your local Dun and Bradstreet office.
- 11-13. Self-explanatory
14. See note under 9-10 above. Also, see definition of "Principal" in Definitions section

### II. CONTACTS, KEY OFFICERS & AFFILIATES

1. See definition of "Key Officer" in Definitions section.
2. See definition of "Affiliate" in Definitions section. DoD reserves the right to request financial or other information from affiliates, parent companies and/or subsidiaries, as necessary in order to complete its evaluation.

### III. BASIC LOAN TERMS

- 1-11. Self-explanatory

### IV. THIRD PARTY GUARANTOR INFORMATION

1. See definition of "Third Party Guarantor" in Definitions section.
- 2-4. Self-explanatory
- 5-6. See note under 9-10 above.
- 7-8. Self-explanatory

### V. HISTORICAL AND CURRENT INFORMATION

1. All items in this section should be completed in conjunction with Attachments B, C and D as well as the borrower response to a specific MHPI Request for Proposal.  
2-3 and Signature. These representations will be part of the Applicant's (or Principal's or Third Party Guarantor's, as applicable) permanent record. For all certifications that are indicated as "No", attach explanations or legal opinion for any of your responses, if appropriate.
3. These items ensure compliance with federal requirements, including compliance with the Debt Collection Improvement Act of 1996 and the Office of Management and Budget (OMB) Circular A-129.

### VI. CERTIFICATIONS

- 1-2 and Signature. These representations will be part of the Applicant's permanent record. For all certifications that are indicated as "No", attach explanations or legal opinion for any of your responses, if appropriate. This application must be signed by an authorized officer who has the authority to certify on behalf of the Applicant and its Principals.

### VII. DEFINITIONS

For the DoD Loan Program:

"Affiliate" is defined as an entity that is in any way affiliated, by stock ownership, management contracts, employment, or otherwise, with the proposed Applicant.

"Applicant" is defined as a person or entity who is applying for an MHPI direct or guaranteed loan.

"Guaranteed Lender" is defined as the maker of a mortgage loan, its successors and/or permitted assigns, that extends DoD guaranteed loans to the private sector for financing of the Project. In this transaction, the Guaranteed Lender is \_\_\_\_\_, a lender approved or pending approval by the DoD.

"Key Officer" is defined as an officer of an entity with decision-making authority for matters pertaining to this application.

"Principal" is defined as a general partner, managing director, officer or holder of a ten (10) percent or greater ownership interest in the Applicant, or any party who otherwise controls the Applicant's management or operating policies.

"Third Party Guarantor" is defined as a person or an entity who will provide a guaranty for the debts of the Applicant and/or the Principals forming the Applicant.

**Attachment A - ADDITIONAL INFORMATION**

1. Name: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_
  
2. Present Home Address:  
Street: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_
  
3. Former Home Address (If less than 5 years at Present Address)  
Street: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Years at Former Address: \_\_\_\_\_
  
4. Social Security #: \_\_\_\_\_
  
5. Citizenship: U.S. \_\_\_ Other: \_\_\_\_\_
  
6. Home Telephone Number: \_\_\_\_\_
  
7. E-mail Address: \_\_\_\_\_
  
8. Date of Birth: \_\_\_\_\_
  
9. For direct loans, provide Verification of Deposit forms, for each bank account cited in this Application. Use Attachment C.

**Attachment B - BANKING REFERENCES FOR ENTITY OR INDIVIDUAL**

1. Bank's Name \_\_\_\_\_  
Bank's Address: \_\_\_\_\_  
Contact Person/Title: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Bank's Name \_\_\_\_\_  
Bank's Address: \_\_\_\_\_  
Contact Person/Title: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Bank's Name \_\_\_\_\_  
Bank's Address: \_\_\_\_\_  
Contact Person/Title: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attachment C: VERIFICATION OF DEPOSITORY BALANCE**

(Complete one of these forms for each applicable institution used.)

*The Verification of Deposit Form is used by DoD or its designee to confirm representations made by the Applicant or Principal(s) as to cash available. A separate verification form must be executed for each depository (bank, brokerage, etc. cited in this Application). Each form must be accompanied by a photocopy of the statement for each account cited, dated no earlier than 30 days prior to the date of the Loan Application. Only Part II is to be completed and executed by the Account Holder. This form requires original signature(s).*

**Department of Defense  
VERIFICATION OF DEPOSITORY BALANCE**

**Part I - Request** (To be completed by DoD)

- 1. To (Name and Address of Depository) \_\_\_\_\_  
\_\_\_\_\_
- 2. From (Name and Address of DoD or designee) \_\_\_\_\_  
\_\_\_\_\_
- 3. Authorized Signature of DoD or Designee: \_\_\_\_\_
- 4. Title: \_\_\_\_\_
- 5. Date: \_\_\_\_\_  
\_\_\_\_\_
- 6. Information to be verified:

Account Type	Account Name	Tax ID No. or SSN	Account Number	Current Balance

**Attachment C: VERIFICATION OF DEPOSITORY BALANCE (CONTINUED)**

(Complete one of these forms for each applicable institution used.)

**Part II - Release** *(To be completed by Account Holder(s))*

To Depository: I/We have applied for a loan from the Department of Defense (DoD) and have stated in disclosures to DoD that the balance on deposit is as shown above. You are authorized to verify information disclosed in Item 6 above and to supply the part identified above with the information requested in Items 9 through 12. Your response is solely a matter of courtesy for which no responsibility is attached to your institution or any of your officers. However, time is of the essence.

Please accept an original or photocopy of my signature as blanket authorization by me to disclose information requested.

7. Name, Title, and Address of Authorized Signatory:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Signature of Authorized Entity Account Holder:

Title:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part III - Verification of Depository Balance** *(To be completed by Depository)*

9. Deposit Account(s) of Applicant, Principle, or Third Party Guarantor

Account Type	Account Number	Current Balance	Avg. Balance Last 3 Months	Date Opened
--------------	----------------	-----------------	-------------------------------	-------------

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Accounts listed in Item 9 which are encumbered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attachment C: VERIFICATION OF DEPOSITORY BALANCE (CONTINUED)**

(Complete one of these forms for each applicable institution used.)

11. Additional Information, if any:

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12. If the name(s) on the account(s) differ from those listed in Item 6, please supply the name(s) on the account(s) as reflected by your records:

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13. Signature of Depository Representative: \_\_\_\_\_

14. Printed or typed name signed in Item 13: \_\_\_\_\_

15. Title (Please print or type): \_\_\_\_\_

16. Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Attachment D - CREDIT INVESTIGATION NOTICE**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(First Name, Middle Initial and Last Name)

\_\_\_\_\_  
(Mailing Address – Street)

\_\_\_\_\_  
(Mailing Address – continued)

\_\_\_\_\_  
(City, State and Zip Code)

\_\_\_\_\_  
MHPI Project Name and Location

As a normal procedure for processing applications, a routine inquiry regarding your background may be made. This investigative inquiry is typically a credit check conducted by a national credit bureau.

Please read the following statement and indicate your agreement by signing below.

*I authorize all credit bureaus to supply the Department of Defense, its personnel, and/or agents to conduct and interpret necessary credit investigations. I release the Department of Defense, its personnel, and/or agents from any and all liability and responsibility, damages and claims of any kind whatsoever arising from this credit investigation.*

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Federal Tax Identification Number or  
Social Security Number for Individuals)

\_\_\_\_\_  
(Company)

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**For DoD Internal Use:**

Date of Report \_\_\_\_\_

Agency \_\_\_\_\_