



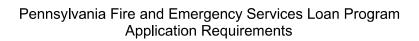
To better assist you in the loan application process, provided is a checklist with links to the necessary forms on our webpage.

Please read each documents' instructions carefully and complete the entire checklist below to ensure that you have all the required documents.

The processing of your application will be delayed if all the required documentation has not been received.

Admin Use Only	Document Checklist – General
	☐ Charter or Certificate of Incorporation
	☐ Bylaws
	☐ IRS form 990 or 1099 showing EIN
	☐ IRS form W-9
	☐ PA Dept. of Revenue State Tax Exemption Certificate
	☐ Signed Contract/Agreement
	Copy of Specifications
	Financial Institute Form https://www.osfc.pa.gov/GrantsandLoans/FEMSLP/Documents/FEMSLP-Financial-Information-Form.doc
	Officers List https://www.osfc.pa.gov/GrantsandLoans/FEMSLP/Documents/FEMSLP-Officers-List-Form.doc
	Loan Application and Letter of Intent (VL-1) https://www.osfc.pa.gov/GrantsandLoans/FEMSLP/Documents/FEMSLP-Loan-Application.doc
	Resolution to Borrow (VL-2) https://www.osfc.pa.gov/GrantsandLoans/FEMSLP/Documents/FEMSLP-Resolution-To-Borrow.doc
	Proof of Publication (VL-4) https://www.osfc.pa.gov/GrantsandLoans/FEMSLP/Documents/FEMSLP-Proof-Of-Publication.doc
	Financial Statement (VL-5) https://www.osfc.pa.gov/GrantsandLoans/FEMSLP/Documents/FEMSLP-Financial-Statement.doc
	Suppliers/Contractor's List (VL8-9) *Required for apparatus, ambulance or facility loan. https://www.osfc.pa.gov/GrantsandLoans/FEMSLP/Documents/FEMSLP-Suppliers-Contractors-List.doc
	Letter of Responsibility (VL-10) https://www.osfc.pa.gov/GrantsandLoans/FEMSLP/Documents/FEMSLP-Letter-Of-Responsibility.doc
	Refinancing Application: • Loan Agreement *The date of the loan agreement shall precede the date of delivery or completion of the project by at least one day.
	Reimbursement Applications: The FEMSLP may reimburse funds used from a volunteer company's savings or investment account. These funds must be withdrawn or transferred and used to pay for the project no later than 1 day prior to taking delivery of an apparatus or completion of a facility. The FEMSLP may NOT reimburse funds that are used from a Checking account alone. The FEMSLP can reimburse funds that were transferred directly from a company savings/investment account into the company checking account. A confirmation of funds used must be provided to the office.







Only The following items are required for purchase of all apparatus and ambulances in addition to the documunder the general section of this checklist.	ents
Please check the appropriate box: ☐ New ☐Used ☐Rehab ☐Ambluance	
☐ Priority Application ☐ PA Bonus Application ☐ Refiancne Application	
New Appartus or Ambulance: Copy of Title/Certificate of Origin for new apparatus Use/Rehab or Ambulance: Copy of Title	_
Vehicle Certification: Vehicle meets applicable NFPA standard. This applies to new, used and rehab apparatus.	
Ambulance: certification vehicle meets applicable Federal Standards.	
*applicable: NFPA/Federal standard at the time of manufacturer for all vehicles.	
Performance Test: (Pumpers and Aerials). *If more than a year transpires between the date of delivery and the date of your loan settlement, another pump or aerial test must be conducted by an independent testing organziaiton not mre	
than ninety (90) days prior ot date of settlement.	
Pictures of vehicle (front, sides and rear) are required for used, rehab vehicles and ambulances	
Bids for rehabilitated apparatus *State requirement. Estimates of the cost to rehabilitate an apparatus. Three (3) estimates from qualified manufacturers are required. If less than three estimates are submitted, a statement must be submitted by the company explaining why there are less than three estimate	
Ambulance: Department of Health – EMS License	
 Priority 1 Application: Outmoded Apparatus/FAciliteis/Equipment Unsafe Apparatus/Facilities/Equipment Increased Demand on Services *A letter of substantiating information is required if you check any of the above on your loan application. Sample Leare provided in the instruction manual. 	tters
PA Bonus Application: Certification from the manufacturer that at least 75% of the toal coast of the vertification, the component parts, includin permanently attached equipment or apparatus part been either manufactured or assembled by a person doing business olely in Pennsyavlania or by a bust or corporation which is located in Pennsylania. The certification is needed in order to excee the application by an additional \$20,000. *A sample letter is provided in the instruction manual.	s, has iness

Amin Use	Facility Checklist
Only	
	Contractors' Confirmation Form
	Contractors' Materials & Cost Estimate
	☐ Picture of Facility
	Labor & Industry Certificate of Occupancy
	Project Status Report Contractors Form (VL-3) https://www.osfc.pa.gov/GrantsandLoans/FEMSLP/Documents/FEMSLP-Contractors-Form.doc
	Sprinkler System Statement
	Legal Description (Deed) or Long-term Lease
	Copy of First Mortgage
	Title Insurance (Due at Settlement)