



510 Arlington Road  
Brookville, Ohio 45309  
937-833-2176

South Commerce Street  
Lewisburg, Ohio 45338  
937-962-4511

## Brookville Building & Savings Consumer Loan Borrower's Checklist

At Brookville Building and Savings Association (BBSA), our goal is to make the borrowing (and refinancing) process easy and convenient. Whether you are looking to buy a new car, need money for home improvements, or even take that dream vacation, we're here to help. Providing the following items, as they pertain to your personal situation, will help speed the process along.

1. We will need the following to accurately and timely process your loan request:
  - Completed Application (contact a loan officer)** – please do not sign or date until we meet for your appointment
  - For Vehicle loans - Purchase Contract/Dealer write-up**
  - 2 most recent Paystubs**
  - 2 most recent Tax Returns, including Form 1065, 1120, or 1120S if self employed**
  - Documentation of any other income** (Social Security, Self-employed income/K-1's, etc....)
  - 2 most recent monthly Bank Statements** (all deposit accounts, including where down payment monies are held if applicable)
  - If Applicable:
    - Copy of Divorce Decree, or legally filed Separation Agreement
    - Copy of Bankruptcy discharge and written explanation
  - Auto Insurance** (if applicable) – name and phone # of insurance agent, along with Policy #.

When you have everything together, please contact one of our loan officers - David Kindell or Rob Rutherford for an appointment. With today's busy schedules we want to respect your time as well as ours, and we want to make sure this goes as smoothly as possible. *Please note that this list only includes the basic items needed. Your Loan Officer may request additional items during the loan process.*

Thank You, we look forward to working with you.

