

Commercial Application Checklist

The following documents are required for the processing of all loan applications. Additional information may be required as it relates to individual transactions.

- Loan Application** (Personal Financial Statement)
 - Completed and signed by borrower
 - Copy of ID's

- Tax Returns**
 - Complete sets from the previous three filings (include W-2s, 1099s, & K-1s)

- Employment Information**
 - Paystubs, P&L for current year if self employed

- Borrower Asset & Liability Information**
 - Balances, addresses, and account numbers with all pages for each statement
 - Balances, addresses, and payment details on any and all mortgages in portfolio

- Income & Expense Statement**
 - Actual collections and itemized expenses of the subject property for the previous two years as well as year-to-date profit and loss for subject properties

- Leases and Rent Roll**
 - Complete copies of the current leases for each unit in the subject property and detailed rent roll schedule E's from seller may also be required

- Details of property/Entity Info**
 - Purchase contract (all pages)
 - Ownership structure (articles, tax id, operating agreement, trust docs, etc.)
 - Photos of Exterior and Interior if available