



Commercial Loan Submission Checklist

We look forward to funding your loan quickly and efficiently. In order to move smoothly through the underwriting please ensure that the following documents have been submitted accurately and completely. Broker is required to sign and date this form and return with loan conditions.

	1. The Last Two Years Complete Business And Personal Tax Returns All Schedules For Borrower
	2. Completed 1003 Loan Application Updated Form
	3. Executed Borrower Authorization to Obtain Credit Report For All Borrowers
	4. Schedule Of Real Estate Owned Completed
	5. Current Rent Roll With All Tenant And Lease Information
	6. Personal Financial Statement Completed (Please Be Sure Borrower Can Document Noted Liquidity)
	7. Two Valid Forms Of ID For All Sponsors
	8. If A Purchase Signed Purchase Contract With A Minimum 30 Days Remaining Included All Addendums
	9. 60 Days Most Recent Personal Bank Statements
	10. 60 Days Most Recent Business Bank Statements (Must Show Tenant Deposits)
	11. Current Mortgage Statement
	12. Insurance For Subject Property
	13. Entity Docs: Articles Of Incorporation, Operating Agreement, Certificate of Good Standing
	14. Leases For All Tenants For Subject Property
	15. Letters Of Explanation For Credit Derogs Or Late Payments
	16. If Property Mgmt. Company Is Being Employed Provide Signed Property Mgmt. Agreement
	17. 2020 Complete Profit And Loss / 2021 YTD Profit And Loss
	18. Broker Compensation Agreement Executed

Prepared by: _____

Name

Signature: _____

Date: _____