

Checklist of what you need to apply

The checklist below is designed to help identify exactly what is required when applying for a loan. All individuals and businesses that will be guaranteeing the loan are required to submit the financial documentation noted for all requests.

All loan requests must be accompanied by the following documents

<input type="checkbox"/>	Business federal tax return for year most recent year <i>(If current year returns have not been filed, provide Fiscal Year-End (FYE) Statement for most recent year ended – Company or CPA prepared. If an extension has been filed, provide copy of documentation)</i>
<input type="checkbox"/>	Business federal tax return for prior year, or prior fiscal year-end
<input type="checkbox"/>	Personal federal tax return for most recent year
<input type="checkbox"/>	Personal federal tax return for prior year
<input type="checkbox"/>	Schedule K-1 <i>(For all business entities reported on Schedule E, Part 2 for the same two years as the tax returns provided)</i>
<input type="checkbox"/>	Personal Financial Statement
<input type="checkbox"/>	Environmental Questionnaire <i>(Used to determine if the property will require environmental insurance)</i>
<input type="checkbox"/>	Property Characteristics form
<input type="checkbox"/>	Operating licenses and permits for these special purpose properties: assisted living, parking garage, self-storage, and gas stations

Investor loans (collateral property < 51% owner-occupied), all three items listed are required for the collateral investment property:

<input type="checkbox"/>	Rent Roll <i>(Must be current)</i>
<input type="checkbox"/>	Lease agreements <i>(Must be current and include signature page)</i>
<input type="checkbox"/>	Property Operating Statement

Purchase loans

<input type="checkbox"/>	Purchase contract (copy of executed purchase contract)
--------------------------	--

Once your loan application is approved and you have accepted the terms, additional items will be requested to order the appraisal and move forward in the loan process.

Note: You will need to pay a non-refundable deposit of up to \$1,000 when accepting the terms of any loan or line of credit. Your deposit will be credited at closing against the origination fee (if any) and environmental insurance fee (if any) payable by borrower in connection with the transaction. If your deposit exceeds the origination and environmental insurance fees amount due at closing, you will be reimbursed for any overage. If the state or other taxing authority imposes a tax or fee on the filing of a mortgage or a deed of trust, or if the bank determines that environmental or flood insurance is required, any applicable fees are your responsibility. For purchase loans, you shall be responsible for title and escrow fees and provide the required down payment. All financing is subject to credit approval.

Together we'll go far

