

Owner-occupied commercial real estate

Checklist of required documents

This checklist will help small business owners identify what documentation is required during the loan process. Prompt submission of the required documents will ensure timely processing of the loan request. Additional documents may be required to clarify or support the loan request.

From your business at application

- Business federal tax returns from previous two years. If you have not filed your recent year tax returns, or an extension has been filed, provide a balance sheet and year-end profit and loss statement (company or professionally prepared)

- Ownership verification of business entity, trust, or other organization. Example: Articles of Incorporation or Organization, Partnership Agreement(s), Trust Certification, etc.

- Business Debt Schedule (form provided - must be signed and dated)

From each individual owner at application

- Personal federal tax returns from previous two years

- Schedule K-1 (for all business entities reported on Schedule E, Part 2 from the same two years as the tax returns provided)

- Personal Financial Statement (form provided, but a professionally prepared form is accepted)

Real estate specific information at application

- Environmental Questionnaire (form provided)

- Property Characteristics (form provided)

- Executed Purchase Contract (if applicable)

Required if any portion of the property is leased

- Rent Roll (must be current)

- Lease agreement(s) (must be current and signed)

- Property Operating Statement

Upon acceptance of terms (subject to approval)

- Borrower's Authorization for release of information (form provided)

- IRS 4506-T form, one for each borrower and guarantor, completed, signed, and dated

- Evidence of property insurance and contact information (flood insurance declaration page, if applicable)

- Copy of recent mortgage statement or notarized private party verification letter (if applicable)

