



**DOCUMENTS REQUIRED - COMMERCIAL REAL ESTATE LOAN**

Borrower(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Type: \_\_\_\_\_

**Need Have DOCUMENTS REQUIRED TO UNDERWRITE THE LOAN**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Loan application  |
| <input type="checkbox"/> | <input type="checkbox"/> | Rent roll   |
| <input type="checkbox"/> | <input type="checkbox"/> | If Refinance - Copy of most recent Sch. E or property P&L statement     |
| <input type="checkbox"/> | <input type="checkbox"/> | If Purchase - Property P&L Statement                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Signed Financial Services Agreement Form                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Signed Credit Authorization Form (Credit report) - all borrowers        |
| <input type="checkbox"/> | <input type="checkbox"/> | If Purchase - Copy of signed purchase contract                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Last 3 years personal tax returns with all schedules                    |
| <input type="checkbox"/> | <input type="checkbox"/> | If self employed - Last 3 years business tax returns with all schedules |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies of leases  |
| <input type="checkbox"/> | <input type="checkbox"/> | Schedule of Real Estate Owned (all borrowers)                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Personal financial statement (all borrowers)                            |
| <input type="checkbox"/> | <input type="checkbox"/> | If cash-out - Use of proceeds letter                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Letter of explanation for any derogatory credit                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Brief resume on each borrower   |
| <input type="checkbox"/> | <input type="checkbox"/> | Last 3 months personal bank account statements (all pages)              |
| <input type="checkbox"/> | <input type="checkbox"/> | Last 3 months business bank account statements (all pages)              |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies of any EPA reports or environmental studies                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Environmental questionnaire   |
| <input type="checkbox"/> | <input type="checkbox"/> | Color photos of property  |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of any recent appraisal  |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of driver's license (all borrowers)                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of most recent survey  |
| <input type="checkbox"/> | <input type="checkbox"/> | If Refinance - Copy of most recent mortgage statement                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Insurance carrier contact information                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Property access contact information                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | _____   |