

Helpful Hints on What to Include in a Loan Package

To expedite the processing of your loan request, provide the following information:

1. Include a copy of the executive loan summary. (This should have already been sent to the Lender to obtain the initial interest to move forward) (See executive loan summary template)
2. Current, complete financial statements including: Balance sheet, Profit and Loss and real estate schedule for borrowing entity and individual borrowers/guarantors. Include home address, social security/tax ID numbers, cell number and email addresses.
3. Complete copies of most recent two year's tax returns for borrowing entity and individuals (include W-2's on individuals if applicable). Tax returns signed with original signatures.
4. Resumes on Principals and history of project.
5. Property Information if applicable: rent roll, operating statements for the past two years and YTD, leases, proforma valuation, LTV, LTC, DSCR
5. Copy of most recent two month's bank statements from the borrower and guarantor.
6. Preliminary Title Report - Include copies of CC&R's and all title exceptions.
7. Phase I Environmental Report and Geotechnical Reports, and most recent appraisal if available.
8. If Construction Loan:
 - Copy of Plans, Specs and Cost Breakdown
 - Copy of Contractor's license, Financial Statements, Resume, References and contract
9. If Refinance:
 - Copy of the closing statement of purchase
 - Existing Debt to pay off (most current mortgage statement)
 - If cash-out how much cash out? and what will it be used for?
10. If Purchase:
 - Copy of the purchase agreement
 - Verification of cash down payment
11. If Borrower is:
 - PARTNERSHIP:**
 - Partnership Agreement
 - Signed Consents to borrow
 - CORPORATION:**
 - Articles of Incorporation
 - By-Laws
 - Corporate Resolution to Borrow
 - Certificate of Good Standing
 - List of Shareholders and percent owned
 - LIMITED LIABILITY COMPANY**
 - Articles of Organization
 - Operating Agreement
 - List of Members & Percentage Owned
 - Certificate of Good Standing from State

- Signed consents of members to borrow