

# COMMERCIAL LOAN APPLICATION CHECKLIST

- Processing fee \$600
- Loan application fee (1.5% of loan amount)
- Rent roll
- Income/expense report
- Overview sheet outlining the project
- 3 years complete personal tax returns, including all schedules
- 3 years corporate tax returns
- Year-to-date profit and loss statement
- Current Balance Sheet
- Verify down payment + 3 months bank statements
- Copy of leases (if applicable)
- Resume of borrowers and project managers
- Current personal financial statement
- Corporate certificate or partnership agreement
- Sales contract (purchase)
- Present mortgage notes and bank information (refinance only)
- Existing appraisal (if applicable) or description of property
- LOX (job loss, job gap, late pays, etc.)