



Multifamily/ Commercial loan check list:

Property information

- Complete description of the property (unit mix)
- Color Pictures of the property (marketing package usually has this)
- Current Lease summary (Rent Roll)
- Last 2 years of income & expenses on the subject property (Profit and Loss Statement, and Balance Sheet)
- Current YTD income & expenses on the subject property (Profit and Loss Statement, and Balance Sheet)

Individuals

- Last (2) two years federal tax returns signed by the borrowers (complete with all schedules, w-2, k-1's, 1099's, etc.).
- Complete loan application (form attached)
- Complete schedule of real estate owned (form attached).
- Signed authorization (form attached).
- \$45 check for each individual's credit report

Corporations, LLC's and Partnerships

- last (2) years corporate tax returns
- Year to date income & expense statement (through the last full quarter).
- Current balance sheet.
- Articles of incorporation and bylaws.

Additional Documents for Refinances:

- Current Mortgage statements
- Copy of Property Insurance
- Property Tax Bill
- Any Previously completed Environmental Reports on the subject property

Additional Documents for Purchase Only:

- escrow information
- agents information
- purchase agreement
- copy of deposit check