**LOAN NEEDS LIST**

All items below will need to be emailed to your loan originator each as a separate PDF

*Your file will be opened only after all documents have been received*

**APPLICATION DOCUMENTS**

 Loan Application –

 Schedule of Real Estate Owned (SORE)–

 Zero Tolerance Fraud Policy –

 Broker Fee Agreement -

**ENTITY DOCUMENTS**

 Articles of Organization/Incorporation

 IRS EIN Letter

 Certificate of Good Standing [dated within 120 days of closing escrow]

 Operating Agreement or Bylaws – must show percentage of ownership and ability to borrow on behalf of the entity

**GUARANTORS ON THE LOAN**

 ALL Guarantor(s) – ID

 Liquidity - Most Recent Statements for 401K Account, Crypto, stock, Investment/Retirement Statements (if applicable) – 12 Full Months, All Pages

* Complete 2020 Personal Tax Return including all Schedules
* 2020 W-2s and/or 1099s
* Most Recent Paystub
* Most Recent Statement for any Other Cash or Asset Accounts like Stocks, etc. (if applicable)
* Copy of a Closing Statement from a Recently Sold or Refinanced Rehab Project
* If DSCR with below 700 credit and low liquidity – VOM on primary residence

**CONTRACTS / PROPERTY INFORMATION** – (if applicable)

 Purchase & Sales Agreement

 Earnest Money Deposit (if applicable)

 Rent Rolls

 Executed Leases

 HOA Statement

 VOM, Pay Off Statement including per diem through escrow date

 Property Management Agreement including fees– (if applicable)

**BANK INFORMATION**

 Bank Statements – 12+ Full Months, All Pages

 ACH Form and Voided Check

**INSURANCE INFORMATION**

 Hazard Insurance Binder for Subject Property

 Name & Contact Information of Insurance Agent

 Flood Insurance Binder for Subject Property (if applicable)

**TITLE INFORMATION** - (Provide contact information and we will order this for you if applicable)

 Preliminary Title Report

 Property Survey (if applicable)

 CPL

 Settlement Statement

 CD

 Escrow/Title wiring instructions

**REHAB INFORMATION –** (if applicable)

 Contractor Bid, License and Insurance (if applicable) – Required PRIOR to

appraisal being ordered

 Scope of Work - SOW

 Budget

 Draw Schedule –

 Permits if any

 Engineering reports if any

**ENTITY/BUSINESS LOAN INFORMATION**

* P&L – Profit & Loss Statement
* FF&E – Furniture, Fixtures and Equipment List/ Assets
* Borrower/Entity Asset Statement
* DSCR if space generates income
* CAP Rate
* Detailed list of use of requested funds
* Business Plan
* Executive Summary
* Proforma
* Marketing plan
* Lease or HUD
* Invoices/receipts for FF&E acquisitions

Documents needed for preapproval which we can provide within 2-4 hours receipt

* Application
* Entity
* Guarantors ID
* Bank Information

**\*\*\*\* NO FILE WILL BE OPENED OR SUBMITTED**

**UNIT WE ARE RECEIPT OF ALL NEEDED DOCUMENTS \*\*\*\***

*Not all documents apply to each borrower depending upon if real estate acquisition and or construction is involved*