



Loan Application Checklist

Please provide the following documents to complete your loan request to avoid delays in processing and settlement:

1. Personal Financial Statement
2. Real Estate Schedule
3. Track Record
4. Two years federal tax returns
 - a. Personal and Business
5. Most recent W-2 statement
6. Current Paystub
7. Copy of your photo ID
8. Last 2 months bank and brokerage statements verifying liquid assets and retirement accounts
9. Company documents including:
 - a. Articles of Inc., or Certificate of Organization
 - b. Operating Agreement for LLC or By-Laws
 - c. EIN Verification
 - d. Foreign Entity registration if company is registered outside of subject property state.
10. Signed Borrower's Authorization Form

*If you have a property under contract please provide:

1. Executed Sales Contract with applicable addenda.
2. Copy of MLS listing if available.
3. Copy of the work estimate, this estimate can be from your contractor or from yourself. If from a contractor, it should be itemized to list the repairs and estimated cost.
4. Contractor's license number

You can email these documents to your loan officer and processor or you can upload them to: