

	A	B	C
1	CLIENT LOAN SUBMISSION CHECKLIST	DATE RCV'D IN	NOTES
2	SIGNED CLIENT CONSULTING AGREEMENT		
3	SIGNED CLIENT LOAN APPLICATION		
4	EXECUTIVE SUMMARY / OVERVIEW OF PROJECT AND ALL PLAYERS INVOLVED ON THE LOAN		
5	COPY OF EACH OWNERS DRIVERS LICENSE OVER 20%		
6	COPY OF EACH OWNERS TRI MERGED CREDIT REPORT 30 DAYS EACH OWNER OVER 20%		
7	SIGNED 4506T FOR EACH OWNER OVER 20%		
8	COMPLETED AND SIGNED PFS FOR EACH OWNER OVER 20%		
9	3 YEARS PERSONAL TAX RETURNS-ALL PAGES-EACH OWNER OVER 20%		
10	COPY OF EACH BUSINESS OWNER RESUME WITH 20% OR MORE OWNERSHIP		
11	3 YEARS BUSINESS TAX RETURNS - ALL PAGES - SIGNED AND DATED BY COMPANY REP		
12	4506T BUSINESS FORM COMPLETED FOR THE ACTUAL BUSINESS - SIGNED BY COMPANY REP.		
13	YEAR TO DATE INCOME AND EXPENSE REPORT - WITH SAME ENDING DATE		
14	YEAR TO DATE BALANCE SHEET - WITH SAME ENDING DATE		
15	YEAR TO DATE PROFIT AND LOSS STATEMENT - WITH SAME ENDING DATE		
16	RENT ROLL- COMPLETED WITH START/END DATES & MONTHLY INCOME FROM EACH TENANT		
17	COPIES OF ALL SIGNED LEASES		
18	3-6 MONTHS BUSINESS BANK STATEMENTS		
19	3-6 MONTHS BUSINESS MERCHANT STATEMENTS		
20	COPY OF COMMERCIAL PROPERTY INSURANCE BINDER		
21	COPIES OF ALL CAPITAL IMPROVEMENT INVOICES AND PAID RECEIPTS WITHIN THE LAST 3 YEARS		
22	COPY OF HUD IF PROPERTY RECENTLY PURCHASED		
23	COPY OF PRIVATE LENDERS NOTE IF PROPERTY LIEN IN PRIVATE NOTE STATUS		
24	COPY OF LAST 12 MONTHS PRIVATE LENDER MONTHLY PAYMENTS IF IN PRIVATE LENDER LIEN		
25	COPY OF MOST RECENT APPRAISAL		
26	MISCELLANEOUS		