



**Sample Loan Documentation Checklist**  
(This is not a loan application)

**Borrower:** \_\_\_\_\_  
**Loan Amount:** \_\_\_\_\_  
**Loan Type:** \_\_\_\_\_  
**Contact Phone number:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

Thank you for your loan inquiry. In order for us to process your loan application, please provide us with the following documents. Additional information may be required once loan progresses to underwriting.

**Commercial Real Estate**

***Loan Type: Owner-Occupied Purchase or Refinance:***

**General Information:**

- Property Description (type, square footage, address):  
\_\_\_\_\_
- Purchase Price---(for new purchase) \$\_\_\_\_\_
- Date and original purchase price---(for refinance) \_\_\_\_/\_\_\_\_/\_\_\_\_ \$\_\_\_\_\_
- Purchase agreement if available (new purchase only)
- Loan purpose:  Purchase  Rate and Term Refinance  Current loan matured
- Copy of most recent appraisal (if available)

**Principals/Guarantors**

- 3 years of Federal tax returns (including all K-1's)
- Personal Financial Statement including schedule of real estate owned (Form provided upon request)

**Operating Company:**

- 3 years of Federal tax returns
- 3 years of CPA prepared year-end financial statements (if available)
- Current interim financial statement

***Loan Type: Investor Purchase or Refinance (retail or office space)***

**General Information:**

- Property Description (type, square footage, address):  
\_\_\_\_\_
- Purchase Price---(for new purchase) \$ \_\_\_\_\_
- Date and original purchase price---(for refinance) \_\_\_\_/\_\_\_\_/\_\_\_\_ \$ \_\_\_\_\_
- Purchase agreement if available (new purchase only)
- Loan purpose:  Purchase  Rate and Term Refinance  Current loan matured
- Copy of most recent appraisal (if available)
- Interim Operating statement for the property
- 3 years of year-end operating statements for the property
- Rent Roll
- 3 years of year-end tax returns for the said property if applicable

**Principals/Guarantors**

- 3 years of Federal tax returns (including all K-1's)
- Personal Financial Statement including schedule of real estate owned (Form provided upon request)

**Gas Station Financing**

***Loan Type: SBA 7a program or Conventional loan***

- Property description: Lot size \_\_\_\_\_sq. ftg., Canopy Area \_\_\_\_\_sq.ftg, Convenience store sq.ftg. \_\_\_\_\_, Brand of station \_\_\_\_\_, # of Multiple fuel Dispensers \_\_\_\_\_, # of Underground tanks \_\_\_\_\_, Condition of underground tanks \_\_\_\_\_.
- Purchase Price---(for new purchase) \$ \_\_\_\_\_
- Date and original purchase price---(for refinance) \_\_\_\_/\_\_\_\_/\_\_\_\_ \$ \_\_\_\_\_
- Purchase agreement if available (new purchase only)
- Loan purpose  Purchase  Rate and Term Refinance  Current loan matured
- Copy of most recent appraisal and environmental report (if available)
- 3 years of Federal tax returns for the subject property
- 3 years of Federal tax returns for the operating business
- 3 years of year-end business financials for subject property (Bal Sheet and P&L)
- Current Interim statement for subject property (Bal Sheet and P&L)
- Gallon usage report (5 years preferred)
- Franchise agreement
- Color pictures of the property (if no appraisal provided)
- Fuel supply agreement
- Lottery and convenience store sales and related expenses (if applicable)

**Principals/Guarantors**

- 3 years of Federal tax returns (including all K-1's)

- Personal Financial Statement including schedule of real estate owned (Form provided upon request)
- Executive Summary/Resumes and bio with direct industry experience for the borrower

## Hospitality Loans

### Refinance – Acquisition – Construction – Renovation

#### ***Loan Type: SBA or Conventional***

LTV not to exceed 85% on SBA and 65% on Conventional

Maximum LTC or PP of 60% for properties with less than 36 months historical income

- Property Description

Please provide the following:

- Interior/Exterior Corridor
- Number of floors
- Number of Rooms
- Amenities
- Full service or limited service
- Age of the Hotel – When built
- Last renovation and what was done
- The Flag name

- Purchase Price---(for new purchase) \$ \_\_\_\_\_
- Date and original purchase price---(for refinance) \_\_\_\_/\_\_\_\_/\_\_\_\_ \$ \_\_\_\_\_
- Purchase agreement if available (new purchase only)
- Loan purpose     Purchase     Rate and Term Refinance     Current loan matured
- Source and Use of funds (refinance only) \_\_\_\_\_
- VOD verifying cash down payment availability (new purchase only)
- Copy of most recent appraisal (if available)
- Interim Operating statement for the property (P&L)
- 3 years of Federal tax returns for the operating business
- Refi Schedule of Debt
- Copy of Management agreements
- ADR/ADO for last 3 years
- Star Report
- Latest Evaluation & Inspection Report
- Color Photographs of the Hotel
- Website
- Business entity vesting and percentage of vesting
- Guarantor (s) names

#### **Principals/Guarantors**

- 3 years of Federal tax returns (including all K-1's) of all owners with 20% or more

- Personal Financial Statement including schedule of real estate owned (Form provided upon request)
- Resume showing experience in hotel management/ownership

### Construction Financing

**For construction financing please include the following along with the appropriate list above**

- Land purchase evidence (Escrow Closing Statement or Title Preliminary Report)
- Projection of net operating income with est. rental rate and operating expenses;
- A copy of the Blueprint or Building Plans (including grading, if applicable) or Project Description;
- A copy of Cost Breakdown (**soft cost** and **hard cost**);
- A copy of **Construction Contract** and **Architect Contract**;
- A copy of General Contractor's & Architect's Resume, List of Completed Project, and License No.;
- Copies of all permits obtained to date (if applicable);