

SUBMISSION PACKAGE

INITIAL DOCUMENTATION CHECKLIST

1. Loan Application*
2. Strategy Letter*
3. Investor Experience & Portfolio*
4. Credit Card Authorization Form*
5. Bank Statements - 2 months most recent (all pages with name & account # visible)
6. Copy of Photo ID
7. LLC / Corporation Documentation (if holding title in entity)
 - a. Articles of Organization / Incorporation
 - b. Operating Agreement / Bylaws
8. Specific Transaction Documents
 - a. If purchase transaction – fully executed, valid purchase contract
 - b. If refinance transaction – payoff demand or mortgage statement
9. If property requires rehab – provide rehab bid/itemized list of work w/ associated costs
10. If property is currently leased, provide:
 - a. Executed lease agreement(s)
 - b. Rent roll and P&L statement for subject property (if multi-family)

Specified item is included in this **Submission Package*

If e-signing any documents, must be a verified e-signature through a service such as Adobe or DocuSign.

IMPORTANT NOTES

- Non-Owner Occupied properties - Investor Loans Only.
- ACH (automatic payments) is required. ACH is a scheduled electronic payment made from your checking or savings account.
- Impound account for taxes & insurance is required on 2 & 4 year loan terms.
- All loans are fixed rate with interest only payments.
- Balloon payment due at end of loan term.

LOAN APPLICATION - Borrower Details

BORROWER / AUTHORIZED SIGNER INFORMATION

Individual's Name: _____ Marital Status: ☐ Married ☐ Unmarried ☐ Separated

Primary Residence Address: _____

City: _____ State: _____ Zip Code: _____

Do you own or rent your primary residence: ☐ Own ☐ Rent Number of years at primary residence? _____

Mailing Address (if different from primary residence): _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email Address: _____

Date of Birth: _____

Social Security Number: _____

Employment Information

Self-Employed: ☐ Yes ☐ No

Employer Name: _____

Position & Title: _____

Employer Address: _____

CO-BORROWER / AUTHORIZED SIGNER INFORMATION (if applicable)

Individual's Name: _____ Marital Status: ☐ Married ☐ Unmarried ☐ Separated

Primary Residence Address: _____ Married to Borrower? ☐ Yes ☐ No

City: _____ State: _____ Zip Code: _____

Do you own or rent your primary residence: ☐ Own ☐ Rent Number of years at primary residence? _____

Mailing Address (if different from primary residence): _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email Address: _____

Date of Birth: _____

Social Security Number: _____

Employment Information

Self-Employed: ☐ Yes ☐ No

Employer Name: _____

Position & Title: _____

Employer Address: _____

DECLARATIONS / QUESTIONNAIRE

Please check YES or NO for each of the following questions	Borrower		Co-Borrower	
	Yes	No	Yes	No
Are there any outstanding judgements against you?				
Have you been declared bankrupt within the last seven (7) years?				
Have you or any other entity of which you were/are a principal been in foreclosure or had any property that was foreclosed upon?				
Are you party to lawsuit?				
Are you presently delinquent on any federal debt or any other loan, mortgage, financial obligation, bond, or loan guarantee?				
Have you ever been convicted of a felony?				
Are you in a Civil Union or a Domestic Partnership, or do you have a non-borrowing spouse, or are you a party to a Designated Beneficiary Agreement?				
Are you a US citizen?				
Are you a permanent resident alien?				
Do you intend to occupy the property as your primary residence?				

FINANCIAL STATEMENT

Estimated Total Annual Income	\$	Estimated Current Liquid Assets: (cash or can be converted to cash within 30 days)	\$
Cash in Bank	\$	Real Estate Owned	\$

LOAN APPLICATION - Transaction Details

SUBJECT PROPERTY INFORMATION

Subject Property Address: _____

City: _____ State: _____ Zip: _____

Property Type: _____ Number of Units: _____ Occupancy: ☐ Leased ☐ Vacant

Cross-Collateralization: ☐ Yes ☐ No If YES, # of properties: _____ (Provide all addresses on a separate spreadsheet)

LOAN REQUEST INFORMATION

Transaction Type: ☐ Purchase ☐ Rate & Term Refinance ☐ Cash-Out Refinance

Loan Amount Requested: \$ _____ Loan Term Request: ☐ 1 Year ☐ 2 Year ☐ 4 Year

Purchase Price: \$ _____ Estimated Property Value: \$ _____

If refinance, complete the following: Current debt on property: \$ _____ Original Cost: \$ _____
Year Acquired: _____ Amount of rehab completed (if any): \$ _____

BORROWER / ENTITY INFORMATION

Title will be held in what name(s): _____

Type: ☐ LLC ☐ Corporation ☐ Personal Name ☐ Limited Partnership

INTERIOR ACCESS CONTACT INFORMATION FOR SUBJECT PROPERTY

Contact Name: (or lock box number)		Phone Number:	
Relationship:		Email:	

ESCROW / CLOSING COMPANY INFORMATION

Company Name:		Phone Number:	
Closing Agent:		Email:	

DECLARATION OF NON-OWNER OCCUPANCY & BUSINESS USE OF PROCEEDS

I ("Borrower") certify and represent to lender ("Originator") as follows:

I hereby declare that I have no intention of making the property (subject property listed in my loan application) my principal residence.

Additionally, I declare that I have no intention of utilizing the property as a second home and/or any surviving spouse or family member shall live in the property. I understand that this loan is a business purpose loan and not a household purpose loan. The loan proceeds are intended to be used and shall be used for business purpose only, not for personal use.

I represent that I understand the difference between consumer loan for personal purposes and a commercial loan for business purposes. I represent that this loan is not a consumer loan and therefore is not subject to any laws relating to consumer loans under any state or federal laws such as Truth in Lending Act (15 U.S.C. § 1601 *et seq.*), Real Estate Settlement Procedures Act (12 U.S.C. § 2601 *et seq.*), Gramm-Leach Bliley Act (15 U.S.C. §§ 6802-6809), Secure and Fair Enforcement Mortgage Licensing Act (12 U.S.C. § 5101 *et seq.*), and Homeowners Protection Act (12 U.S.C. § 4901 *et seq.*).

I realize the lender, broker, assignees and successors rely upon this information. I confirm I have read and understand this document. I declare under penalty of perjury the foregoing is true and correct.

AUTHORIZATION TO CONDUCT CREDIT & BACKGROUND CHECK

By signing this form, I/we hereby authorize lender to conduct a background and/or credit check. Additionally, the undersigned and each party to this loan, authorizes lender to disclose to any third party, employee, agent or assignee thereof information regarding background and credit experience.

I understand that it is a federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this mortgage, as applicable under the provisions of title 18, United States code, 1014. I also understand that the lender intends to use the data obtained through the investigation for due diligence purposes only, and shall not disclose such information to any other party except as otherwise authorized above.

Entity / Company Name (if applicable)

Borrower / Authorized Signer Name (print)

Co-Borrower / Authorized Signer Name (print)

X _____
Signature (Borrower / Authorized Signer) Date

X _____
Signature (Co-Borrower / Authorized Signer) Date

STRATEGY LETTER

1. I understand that I am applying for a non-owner occupied, business purpose investment loan. ☐ Yes ☐ No

2. What is your plan for this property? ☐ Fix & Flip ☐ Rental ☐ Bridge ☐ Other

3. If Fix & Flip, what do you anticipate your hold time to be? _____ months

4. If Fix & Flip, what do you estimate the ARV (after repair value) to be: \$ _____

5. If Rental Property, the monthly rental income is / will be: \$ _____

6. Explain your investment strategy for this property in detail:

7. What is your exit strategy and how do you intend to repay this loan? ☐ Sell Property ☐ Refinance ☐ Other - Please explain in detail

8. If cash-out refinance, how do you intend to use the cash-out proceeds? Please explain in detail.

9. Do you intend to rehab or upgrade the subject property? ☐ Yes ☐ No

If YES, what do you estimate your construction, rehab, and/or updating costs will be? Please explain in detail the scope of work.
(If costs exceed \$10,000, please provide an itemized rehab bid / outlined scope of work with your submission)

Entity / Company Name (if applicable)

Borrower / Authorized Signer Name (print)

X
Signature (Borrower / Authorized Signer)

Date

Co-Borrower / Authorized Signer Name (print)

X
Signature (Co-Borrower / Authorized Signer)

Date

INVESTOR EXPERIENCE & PORTFOLIO

Borrower / Authorized Signer Name (print) _____

Co-Borrower / Authorized Signer Name (print) _____

How many non-owner occupied, investment properties have you had a controlling interest in (including those you have sold) within the last:

12 months: _____ 36 months: _____ Ever: _____

Please complete the tables below - OR - provide a separate Schedule of REO and Recently Sold Properties

CURRENT SCHEDULE OF REAL ESTATE OWNED

Address	City	State	Zip	Entity/Name on Title	% of Ownership	Acquisition Date	Investment Type	Property Type	Present Market Value	Mortgages & Liens	Net Rental Income

RECENTLY SOLD PROPERTIES

Address	City	State	Zip	Entity/Name on Title	% of Ownership	Acquisition Date	Disposition Date	Purchase Price	Rehab Cost	Disposition Price

CREDIT CARD AUTHORIZATION FORM

Sign and complete this form to authorize Civic Financial Services to make a debit to your credit card listed below for property valuation services. By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a debit, and does not provide authorization for any additional unrelated debits or credits to your account.

I authorize Civic Financial Services to charge my credit card account for the amount indicated in the below pricing schedule:

Interior BPO (per property)	\$295
Commercial Evaluation (5+ units)	\$625
Appraisal* - ask your AE for an appraisal quote	TBD

*Appraisals are required on properties where value or sales price exceeds \$2,000,000 in CA and \$1,500,000 in all other states. Typical appraisal costs are between \$500 - \$1,200.

CREDIT CARD INFORMATION

ACCOUNT #: _____ EXP. DATE: _____ CVV: _____

CREDIT CARD TYPE: ☐ Visa ☐ Mastercard ☐ AMEX ☐ Discover

Cardholder Name (as it appears on your credit card): _____

Billing Address: _____

City: _____ State: _____ Zip Code / Postal Code: _____

Signature: _____ Date: _____

DISCLAIMER

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the services described above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

This is not a commitment to lend. Restrictions may apply. LTV limits are based on current, accurate appraised value. Civic Financial Services, LLC reserves the rights to amend rates and guidelines. All loans are made in compliance with federal, state and local laws. Civic Financial Services, LLC, is a department of business oversight lender with DBO License# 6031321. Civic Financial Services, LLC, is an equal opportunity lender.

Civic Financial Services, LLC. 2015 Manhattan Beach Blvd, Suite 106, Redondo Beach, CA 90278
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