

This Checklist has been provided to help you gather information to include with your request.  
The following items must also be returned with the Application forms as applicable.

Required & General Documents:	
Personal Financial Information <b>(For each individual Borrower, Co- Borrower, Owner, and Guarantor)</b>	<a href="#">Personal Financial Statement</a> & <a href="#">Schedule of Real Estate Owned Form</a>
	Last 3 years <u>personal</u> tax returns with supporting schedules with K-1's and W2's <i>(If 2022 is on extension, please sent proof of extension filing)</i>
	Copy of DL or Identification
	<a href="#">Authorization Form</a>
Business Financial Information <b>(For each individual Borrower, Co- Borrower, Owner, and Guarantor)</b>	Corporate/Partnership Tax Returns (complete) - <b>Most recent 3 years</b> If 2022 is on extension, please provide 2022 Financial Statements & proof of extension filing
	Interim Financial Statement- <a href="#">Income Statement</a> and <a href="#">Balance Sheet</a> . <i>(Please do not provide partial month Financial Statements.)</i>
	<a href="#">Business Debt Schedule</a> - To match Interim Financial Statement. <b>Signature is required even if no debt</b>
Business Financial Information <b>&gt;20% ownership of ALL Business(s) or Corporation(s)</b>	Corporate/Partnership Tax Returns (complete) - <b>Most recent 3 years</b>
	Interim Financial Statement- <a href="#">Income Statement</a> and <a href="#">Balance Sheet</a> . <i>(Please do not provide partial month Financial Statements.)</i>
	<a href="#">Business Debt Schedule</a> - To match Interim Financial Statement. <b>Signature is required even if no debt</b>
Other/Miscellaneous Documents:	
(If applicable)	Copy of Lease Agreements and amendments
	Current Rent Roll (Use applicable template if needed) <a href="#">Click For Multifamily Rent Roll</a> , <a href="#">Click for Commercial Rent Roll</a>
	2 Recent years Schedule E/8825. <b>Along</b> with YTD income and expenses on subject property (Use applicable template if needed) Click for <a href="#">Multifamily Operating statement</a> , Click for <a href="#">Commercial Operating statement</a>
	<a href="#">Capital Improvement Schedule</a> (If applicable)
For the collateral property	Executed contract of sale and any amendments. (If Purchasing)
	<a href="#">Contact Information Sheet</a> (Insurance contact info, Escrow, etc.)
	Most recent mortgage statement (If refinancing)
	Property Photos (If available)
	If requiring down-payment / Equity, need to understand the source of the equity. Will also need at least the last 2 months of account statements to demonstrate the availability of the funds.