

INITIAL DOCUMENTATION CHECKLIST**GENERAL LOAN DOCUMENTS**

1. Loan Application*
2. Strategy Letter*
3. Investor Experience & Portfolio*
4. Credit Card Authorization Form Or Wire Sent*
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. Organizational Chart – Provide if Borrower is a Company, Corporation, or Investment team
9. Specific Transaction Documents
 - a. If purchase transaction - fully executed, valid purchase contract
 - b. If refinance transaction - payoff demand or mortgage statement
10. Lease Agreement(s) - If property is currently leased
11. Property Insurance - Replacement coverage amount must meet or exceed loan amount
12. Property Management Agreement - Provide if a property manager will be utilized
13. Third Party Reports – Copies of all inspections, reports, or testing done in connection with the transaction (Environmental, Seismic, Zoning, etc.)

BUILDING FINANCIALS

1. Offer Memorandum or Executive Summary (if applicable)
2. Rent Roll
3. Operating Statements (2 years) or Trailing 12 month Profit & Loss Statement
4. If value add, provide the applicable documents:
 - a. Pro forma operating statement
 - b. Rehab budget and construction timeline

Specified item is included in this **Submission Package*

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

IMPORTANT NOTES

- ACH (automatic payments) is required. ACH is a scheduled electronic payment made from your checking or savings account.
- 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

Estate Will Be Held In: Fee Simple Leasehold

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: \$ _____

Financed Rehab: Yes No Syndicated Capital: Yes No

If refinance: 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 Other

If Entity, State of Formation: _____ Tax ID number: _____

Managing Member(s): _____

INTERIOR ACCESS CONTACT INFORMATION FOR SUBJECT PROPERTY

Name (or lockbox #):		Phone Number:	
Relationship:		Email:	

ESCROW / CLOSING COMPANY INFORMATION

Company Name:		Phone Number:	
Closing Agent:		Email:	

INSURANCE AGENT INFORMATION

Company Name:		Phone Number:	
Closing Agent:		Email:	

LOAN APPLICATION – DECLARATIONS/AUTHORIZATIONS

INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The purpose of collecting this information is to help ensure that all applicants are treated fairly and that the housing needs of communities and neighborhoods are being fulfilled. For residential mortgage lending, Federal law requires that we ask applicants for their demographic information (ethnicity, sex, and race) in order to monitor our compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to provide this information, but are encouraged to do so. You may select one or more designations for "Ethnicity" and one or more designation for "Race." The law provides that we may not discriminate on the basis of this information, or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, Federal regulations require us to note your ethnicity, sex, and race on the basis of visual observation or surname. The law also provides that we may not discriminate on the basis of age or marital status information you provide in this application. If you do not wish to provide some or all of this information, please check below.

Borrower	<input type="checkbox"/> I do not wish to provide this information	Co-Borrower	<input type="checkbox"/> I do not wish to provide this information
Ethnicity	<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Mexican <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Cuban <input type="checkbox"/> Other Hispanic or Latino: _____ <input type="checkbox"/> Not Hispanic or Latino	Ethnicity	<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Mexican <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Cuban <input type="checkbox"/> Other Hispanic or Latino: _____ <input type="checkbox"/> Not Hispanic or Latino
Race	<input type="checkbox"/> American Indian or Alaska Native: <i>Name of Enrolled Tribe:</i> _____ <input type="checkbox"/> Asian <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian: _____ <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander: _____ <input type="checkbox"/> White	Race	<input type="checkbox"/> American Indian or Alaska Native: <i>Name of Enrolled Tribe:</i> _____ <input type="checkbox"/> Asian <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian: _____ <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander: _____ <input type="checkbox"/> White
Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male	Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male

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.

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) _____

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	Property Type	Number of Units	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	Property Type	Number of Units	Purchase Price	Rehab Cost	Disposition Price