



Multifamily/ Commercial Loan Check List:

PROPERTY INFORMATION

1. COMPLETE DESCRIPTION OF THE SUBJECT PROPERTY (UNIT MIX)
2. COLORED PHOTOS OF THE SUBJECT PROPERTY
3. CURRENT LEASE SUMMARY (**FORM ATTACHED**).
4. ALL LEASE AGREEMENTS SIGNED BY ALL PARTIES.
5. LAST (2) YEARS INCOME & EXPENSE STATEMENT (*SUBJECT PROPERTY*).
6. YEAR TO DATE INCOME & EXPENSE SUMMARY (*SUBJECT PROPERTY, THROUGH THE LAST FULL QUARTER*).
7. PURCHASE AGREEMENT SIGNED BY ALL PARTIES (*IF APPLICABLE*).

INDIVIDUALS

1. LAST (2) TWO YEARS FEDERAL TAX RETURNS SIGNED BY THE BORROWERS (*COMPLETE WITH ALL SCHEDULES, W-2'S, K-1'S, 1099'S, ETC.*).
2. COMPLETE LOAN APPLICATION (PFS ATTACHED)
3. COMPLETE SCHEDULE OF REAL ESTATE OWNED (**FORM ATTACHED**).
4. SIGNED AUTHORIZATION (**FORM ATTACHED**).
5. \$20 CHECK FOR EACH INDIVIDUAL'S CREDIT REPORT

CORPORATIONS, LLC'S AND PARTNERSHIPS

1. LAST (2) YEARS CORPORATE TAX RETURNS
2. YEAR TO DATE INCOME & EXPENSE STATEMENT (*THROUGH THE LAST FULL QUARTER*).
3. CURRENT BALANCE SHEET.
4. ARTICLES OF INCORPORATION AND BYLAWS.