

Checklist (Letter of Interest)		Business Loan Program			Loan # Qualification
	NEED	HAVE	N/A	INCOMPLETE	
STANDARD					Email Documents to: Processing@Continental.Finance
					Credit Report, Three (3) Bureaus with Scores
					Operating Statement - Subject Property (Three Years)
					Authorization for Information Release
					Rent Roll - Subject Property
					Photo - Subject Property (Exterior Only)
					Appraisal - Last Existing (if available)
					Multiple color interior and exterior photos of subject property
					Color copy of borrower's drivers license
					Copies of all current leases and lease extensions for subject property
					Any existing appraisal, environmental and third-party reports (if available)
					Letter[s] of explanation for any derogatory accounts on borrower[s] credit
					Current rent roll for the subject property
					Current business debt schedule (all owned entities)
					Current Resume for borrower[s]
					Accounts Receivable Aging
					Copies of all notes to be refinanced
					Copy of fully executed purchase and sales agreement with any extensions
					Last 3 months business bank statements
					Itemized list of any work to be completed and/or deferred maintenance items
					Copy of any invoices or orders for equipment to be purchased with loan proceeds
					Current itemized use of proceeds schedule
					Schedule of real estate owned
					Detailed letter regarding use of working capital
					Partnership buyout agreement
Business Loans - Full Documents					
	X				Application - Business
	X				Account Receivable Report & Account Payable Report - Most Recent
	X				Authorization for Credit Information
	X				Balance Sheet - Most Recent
	X				Bank Statements, Business - Most recent six (6) months
	X				Business Debt Schedule - Signed & Dated
	X				Credit Report - Three Bureaus with Scores
	X				Income & Expense Statement - Most Recent Year & YTD
	X				Tax Return Business - Most Recent Three (3) Years
	X				Tax Return Personal - Most Recent Year
Business Loans - Lite Documents					
					Application Information Form
					Income & Expense Statement - 2016
					Authorization for Credit Information
					Business Debt Schedule
					Credit Report, three bureau with scores
					Personal Financial Statement (SBA Form)
					Tax Return, Personal - 2015
					Tax Return, Business - 2015
HOSPITALITY					
					Recent Star Report
					Franchise Agreement
					Franchise UFOC or FDD
CONSTRUCTION					
					Itemized construction budget
					Project/market feasibility study and/or business plan
MISCELLANEOUS					
					Copy of existing ALTA survey
					1003 - Residential loan application and financial statement
					Last 3 months merchant account statements (if business accepts credit card payments)
					ASTM Environmental Questionnaire
					4506 T - Request for tax verification (complete personally and all owned entities)