

Checklist (Letter of Interest)	Conventional Lending			Purchase - Multi Family Property
	NEED	HAVE	N/A	INCOMPLETE
STANDARD				
	X			Application or Executive Summary
	X			Authorization for Information Release
	X			Appraisal - Last Existing (if available)
				Balance Sheet - Most Recent
	X			Credit Report - Three (3) Bureaus with Scores
	X			Deposit Check (Front & Back)
	X			Driver's License
	X			Income & Expense Statement - 2017, Jan to Dec
	X			Income & Expense Statement - 2018, Jan to June
				Income & Expense Statement - Trailing Twelve (12) Months
				Leases - Subject Property
	X			Legal Entity - Art of Org, By Laws, Cert of Good Standing
				Letter of Explanation - Use of Proceeds
	X			Management Company Contract (if applicable)
	X			Personal Financial Statement
	X			Personal Financial Statement - Sch of RE Owned
	X			Photo - Subject Property (Exterior Only) / MLS Listing
	X			Proof of Funds - Down Payment (One Month, Bank Statement)
	X			Purchase & Sale Agreement
				Renovation - Estimate of Repair (Contractor Letterhead)
	X			Rent Roll - All Units of Subject Property
	X			Resume - Borrower (Experience with Real Estate)
				Tax Assessor Information
				Tax Bill - Subject Property
	X			Tax Return Borrower, Business - Most Recent Three (3) Years
	X			Tax Return Borrower, Personal - Most Recent Three (3) Years
	X			Tax Return Seller (Subject Property) - Most Recent Three (3) Years
				Joel F. Soforenko
				Continental Finance Capital Corporation
				Tel: 617-336-3215 x 5
				Eml: joel@continental.finance
				Web: www.Continental.Finance