

Checklist (Letter of Interest)	Conventional Loans			Purchase - Commercial Property
	NEED	HAVE	N/A	INCOMPLETE
STANDARD				
				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
				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
	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 (Bank Statement)
	X			Purchase & Sale Agreement
	X			Profit & Loss Statement - Previous Year
	X			Profit & Loss Statement - Year to Date
				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 - Past Three (3) Years
	X			Tax Return Borrower, Personal - Past Three (3) Years
	X			Tax Return (Subject Property) - Past Three (3) Years
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