

Checklist - Documents Needed

Conventional Lending

Refinance - Multi Family 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				Deed - Subject Property
	X				Driver's License
	X				Income & Expense Statement - 2018, Jan to Dec
	X				Income & Expense Statement - 2019, Jan to March
					Income & Expense Statement - Trailing (12) Months
					Leases - Subject Property
	X				Legal Entity - Art of Organization, By Laws
					Letter of Explanation - Use of Proceeds
	X				Management Company Contract
	X				Mortgage Payment Statement
	X				Personal Financial Statement
	X				Personal Financial Statement - Sch of RE Owned
	X				Photo - Subject Property (Exterior Only)
	X				Promissory Note(s) - To Be Paid Off
					Renovation (Estimate of Repair - General Contractor)
	X				Rent Roll - All Units of Subject Property
	X				Resume - Borrower (Experience with Real Estate)
	X				Settlement Statement (if Purchased in last two years)
					Tax Assessor Information
	X				Tax Bill - Subject Property
	X				Tax Return Borrower, Business - 2016, 2017, 2018/9
	X				Tax Return Borrower, Personal - 2016, 2017, 2018/9
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