

Checklist (Letter of Interest) Conventional Lending Refinance - 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				Deed - Subject Property
	X				Driver's License
	X				Insurance Hazard - Declaration Page
					Leases - Subject Property
	X				Legal Entity : Art of Organization & ByLaws,
	X				Letter of Explanation - Use of Proceeds
					Letter of Explanation - How Maintain Property
	X				Management Company Contract (if applicable))
	X				Mortgage Payment Statement
	X				Personal Financial Statement (Signed & Dated)
	X				Personal Financial Statement - Sch of RE Owned
	X				Photo - Subject Property (Exterior Only)
	X				Profit & Loss Statement - Previous Year
	X				Profit & Loss Statement - Year to Date
	X				Promissory Note(s) - Subject Property
					Renovation - Estimate of Repair (Contractor Letterhead)
	X				Rent Roll - All Units of Subject Property
	X				Resume - Borrower (Experience with Real Estate)
					Tax Assessor Information
	X				Tax Bill - Subject Property
	X				Tax Return, Real Estate - Past Three (3) Years
	X				Tax Return, Personal - Past Three (3) Years
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