

Underwriting Checklist

Instructions: In order for your application to be underwritten efficiently, the following documentation could be required.

Items in Bold/Italics are Required Prior to Issuance of a Letter of Interest

(This is a full list that may include more documentation than is required for every application. Request specific requirements from processor.)

DOCUMENT

	Completed Loan Application, 1003 or Other Requested Application	<input type="checkbox"/>
	Borrower Certification and Authorization from all Applicants	<input type="checkbox"/>
	Current Rent Roll for Commercial/Residential Rental Properties	<input type="checkbox"/>
	Property Cash Flow Projection Evidencing Amounts for Taxes, Insurance, Management and Other Expenses	<input type="checkbox"/>
	Copies of Executed Leases, When Appropriate	<input type="checkbox"/>
	Current 2 Years of Historical Property Operating Statements or federal tax return Schedule E	<input type="checkbox"/>
	Tri-merge credit report for all Borrower(s)/Guarantor(s)	<input type="checkbox"/>
	If a Purchase, Fully Executed Copy of Purchase Agreement	<input type="checkbox"/>
	Property Descr, Executive Summary, Business Plan, Brochure, as available	<input type="checkbox"/>
	Representative Photoas of Each Building - Front, Rear, Interior	<input type="checkbox"/>
	Hazard Insurance Policy/Declaration (Quotes Not Accepted)	<input type="checkbox"/>
	Property Type (Multifamily, Mixed Use, Retail, Office, Industrial, etc)	<input type="checkbox"/>
	Identify special circumstances (e.g. Condominium, Cooperative, Consolidation, 1031 Exchange, Escrow Arrangement with Title Company, Cross Collateralization, Additional Collateral Grant)	<input type="checkbox"/>
	If legal entity Borrower, organizational chart showing percentage ownership interests in all entities	<input type="checkbox"/>
	If Purchase Transaction	<input type="checkbox"/>
	a. Purchase Agreement	<input type="checkbox"/>
	b. Legal Name and Mailing Address of Property Seller	<input type="checkbox"/>
	c. Verification of Deposit	<input type="checkbox"/>
	If Single Commercial Tenant or Tenant Generates 33% or More of Income AND Loan at least \$1,000,000:	<input type="checkbox"/>
	a. Self-Subordinating Language in Lease – need Estoppel	<input type="checkbox"/>
	b. Without Self-Subordinating Language in Lease – need Estoppel & Subordination or SNDA	<input type="checkbox"/>
	Structural/Environmental Disclosures (Broker will Obtain at Borrower's Expense)	<input type="checkbox"/>
	Appraisal (Broker Will Obtain at Borrower's Expense)	<input type="checkbox"/>
	Management Agreement, if applicable	<input type="checkbox"/>
	If Full Doc Loan,	<input type="checkbox"/>
	a. Current 2 Years of Tax Returns with Schedules	<input type="checkbox"/>
	b. Current 1 Month's Pay Stubs (YTD P&L for Indep Contr or Self Empl)	<input type="checkbox"/>
	c. Current 2 years of W-2s and/or form 1099 for independent contractors	<input type="checkbox"/>
	If Owner Occupied, Current 3 Years of Business Tax Returns with all Schedules for Owner Occupant Business	<input type="checkbox"/>
	4506T, when requested	<input type="checkbox"/> C
	Borrower/Guarantor Identification Documenting Citizenship/Residence Address	<input type="checkbox"/>
	Additional documentation as appropriate/requested by underwriter (attach exhibit)	<input type="checkbox"/>
	Broker Disclosure/Listing Protecting Broker/Co-Broker for at Least 30 Days from Date of Submission to Lenders/Unvestors	<input type="checkbox"/>
	Payment of Borrower Fees that are Due Prior to Settlement	<input type="checkbox"/>

**ELECTRONIC COPIES ARE PREFERRED
ALL NON-ELECTRONIC COPIES MUST HAVE ORIGINAL SIGNATURES**