

NEEDS LIST

All items below will need to be uploaded to your portal by you

APPLICATION DOCUMENTS

- Pre-Loan Application – Download sample document from portal, fill out, sign & upload
- Schedule of Real Estate Owned – Download sample document from portal, fill out, sign & upload
- Schedule of Real Estate Sold – Download sample document from portal, fill out, sign & upload
- Zero Tolerance Fraud Policy – Download sample document from portal, fill out, sign & upload
- Broker Fee Agreement (if applicable)

ENTITY DOCUMENTS

- Articles of Organization/Incorporation
- IRS EIN Letter
- Operating Agreement or Bylaws

GUARANTORS ON THE LOAN

- ALL Guarantor(s) – ID
- ALL Guarantor(s) – Social Security Card or ITIN letter (Signed)
- Most Recent 1040 Personal Tax Returns – Page 1 & 2 (Signed)

CONTRACTS

- Purchase & Sales Agreement
- Earnest Money Deposit (if applicable)

BANK INFORMATION

- Bank Statements – 2 Full Months, All Pages
- Investment/Retirement Statements (if applicable) – 2 Full Months, All Pages
- ACH Form and Voided Check – Download sample document from portal, fill out, sign & upload

INSURANCE INFORMATION

- Hazard Insurance Binder for Subject Property
- Flood Insurance Binder for Subject Property (if applicable)

TITLE INFORMATION - (Provide contact information and we will order this for you!)

- Preliminary Title Report
- Property Survey (if applicable)

REHAB INFORMATION

- Contractor Bid, License and Insurance (if applicable) – Required PRIOR to appraisal being ordered
- Draw Schedule – Download sample document from portal, fill out, sign & upload