***Processing Checklist***

Business Entity Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Borrower Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ **Executive Summary**

□ **Residential Loan Application**

□ **Authorization to Release Info & Pull Credit - Signed**

□ **Zero Tolerance Loan Fraud Policy – Signed**

□ **Schedule of Real Estate- Signed**

□ **Business Entity Information**

□ **Articles Incorporation**

□ **Federal EIN letter**

□ **By-Laws/ Operating Agreement**

□ **Driver’s License (Photo ID)**

□ \_\_\_\_\_\_\_\_\_ □ \_\_\_\_\_\_\_\_\_\_

□ **SS# Card**

□ \_\_\_\_\_\_\_\_\_ □ \_\_\_\_\_\_\_\_\_\_

□ Last Years Tax Return

□ **Three months bank statements** - all pages and showing enough for down payment & reserves

\* Business □\_\_\_\_\_\_\_\_\_ □\_\_\_\_\_\_\_\_\_ □\_\_\_\_\_\_\_\_\_

\* Personal □\_\_\_\_\_\_\_\_\_ □\_\_\_\_\_\_\_\_\_ □\_\_\_\_\_\_\_\_\_

□ **Retirement Accounts**

□ **3rd Party Appraisal** Ordered: \_\_\_\_\_\_\_\_\_\_\_\_ Value: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

□DNA Report Value: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ **Signed Purchase and Sale Agreement with business entity name as buyer**

\* Purchase Price\_\_\_\_\_\_\_\_\_ □ Earnest Deposit $\_\_\_\_\_\_\_\_\_\_\_

□ **Contractor bid and cost breakdown for all work to be performed** – $\_\_\_\_\_\_\_\_\_\_\_

□ Contractor License □ Contractor Insurance

□ **Scope of Work/ Draw Schedule Form** (if applicable)

□ **Lease Agreements** (If Applicable)

□ **Hazard Insurance** Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ordered\_\_\_\_\_\_\_\_\_\_\_\_

□ **Title Report** Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ordered\_\_\_\_\_\_\_\_\_\_\_\_

□ Payoff Liens/ Taxes □ HUD1/ Settlement Statement

□ **Broker Agreement**