

## Commercial Loan Check List

- 1. Executive summary  
Requested loan amount, terms, business strategy and exit strategy.
- 2. Resume and/or Bio  
Detail of commercial real estate experience.
- 3. Property Operating Financials (3 years preferred)
- 4. Current Rent Roll with Aging
- 5. Lease Review (non-multifamily)
- 6. Property Description  
Property sub-type, surrounding land use, central business district location (map of).  
Other property-specific details.
- 7. Building Description  
Year constructed, year renovated, details of renovation, overall appearance.  
Other building-specific details.
- 8. Digital Photos of the Building(s) and Surroundings
- 9. Purchase contract/Agreement and closing Date
- 10. Borrower(s) Personal Financial Statement(s) and Supporting Documentation (Full 1003)  
Include assets (CD, IRA, Stocks, Bonds, ect.) Collateral and complete REO (Real Estate owned) schedule.
- 11. If Owner-affiliated, Operating Statements for the Business of the borrowing Entity(s)
- 12. Environmental Questionnaire – Phase 1
- 13. Existing/"As is" appraisal
- 14. All contact information (Agents, Attorneys, Accountants, Insurance, Architects, ect.)
- 15. Current year P&L Balance sheet
- 16. 3 Years full (Business and Personal) Tax Returns
- 17. Condominiums – Association Docs
- 18. City Approvals and/or Entitlements
- 19. Franchise Agreement
- 20. Plans, Specs, PLAT and all Renderings and Elevations