



## Loan Application Checklist Hospitality - Hotel / Motel

- Commercial Loan Application**
- Environmental Questionnaire and Environmental Disclosure forms**  
*If the property has known contamination, please provide any environmental reports, such as a Phase I.*
- Stamped Plans with Contractor's Cost Breakdown, Materials Description**  
*The Cost Breakdown and Materials Description are part of the BuilderPack requested below*
- BuilderPack - Construction Loans**  
*This is information we need to underwrite the contractor.  
Please have them contact us if there are any questions or concerns.*
- Borrower's Information - see below**  
*For organizations comprised of numerous entities, please detail ownership and participating entities.*
- Individual's Information (if loan is to a corporation, LLC, partnership or trust)**  
*This includes Individuals or Companies with ownership of 10% or more in the Borrower*
- Purchase Agreement (if purchase transaction)**
- ReProp Disclosures**
- Lease or Rental Agreements + Rent Roll**
- Occupancy and Room Rate Information**

---

### BORROWER FINANCIAL INFORMATION AND DOCUMENTS REQUIREMENTS:

**NOTE: "Stated Income" Borrowers do not provide tax returns**

<b>Corporations</b>	Tax Returns - 3 years Business Financial Statement if available Corporate By-Laws (with amendments), Articles of Incorporation, State Filing Individual's information for all owners with more than 10% ownership (see "Individuals" below)
<b>LLCs</b>	Tax Returns - 3 years Business Financial Statement if available LLC Operating Agreement (with any amendments), Articles of Organization, State Filing Individual's information for all owners with more than 10% ownership (see "Individuals" below)
<b>Partnerships</b>	Tax Returns - 3 years Business Financial Statement if available Partnership Agreement (with any amendments) Individual's information for all owners with more than 10% ownership (see "Individuals" below)
<b>Individuals</b>	Tax Returns - 3 years Personal Financial Statement (or signed 1003) <u>Sole Proprietors</u> : Include Fictitious Business Name Statement
<b>Sole Proprietors</b>	Fictitious Business Name Statement
<b>Trusts</b>	Trust Agreement (with any amendments) Tax Returns (if filed) - 3 years

Please call ReProp if you have any questions about our forms or the information we need for your loan request - our goal is to make the process as easy as possible.