



Loan Application Checklist Industrial, Office + Retail

- 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 (if non-owner occupied)**
- Other**

BORROWER FINANCIAL INFORMATION AND DOCUMENTS REQUIREMENTS:

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

Corporations	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)
LLCs	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)
Partnerships	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)
Individuals	Tax Returns - 3 years Personal Financial Statement (or signed 1003) <u>Sole Proprietors</u> : Include Fictitious Business Name Statement
Sole Proprietors	Fictitious Business Name Statement
Trusts	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.