



# Loan Application Checklist

## Self-Storage Facility

- 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**
  - Rental Agreements + Rent Roll**
  - Occupancy and Room Rate Information**
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### **BORROWER FINANCIAL INFORMATION AND DOCUMENTS REQUIREMENTS:**

**NOTE: "Stated Income" option is NOT available for self-storage property loans**

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