

## Required Documentation Checklist

### BORROWING ENTITY REQUIREMENTS:

- CORPORATION
  1. Recorded Articles of Incorporation including all amendments
  2. Executed Bylaws including all amendments
  3. Certificate of Good Standing
  4. Corporate Resolution to Borrow, signed by Secretary of President and any other officers required under the Corporation documents.
- GENERAL PARTNERSHIP
  1. Fully Executed Partnership Agreement including all amendments.
  2. Recorded Statement of Partnership including all amendments
  3. Statement of Partnership
- LIMITED PARTNERSHIP
  1. Fully Executed Partnership Agreement including all amendments.
  2. Recorded Statement of Partnership including all amendments.
  3. Amendments filed with the Secretary of State (if any)
- JOINT VENTURE
  1. Executed Membership/Operating Agreement including all amendments
  2. Evidence of Recordation including all amendments
- LIMITED LIABILITY COMPANY (LLC OR LLP)
  1. Executed Membership/Operating Agreement including all amendments.
  2. Executed Articles of Organization including all amendments.
  3. Filed LLC-1 and LLC-12 (if applicable)
- TRUST
  1. Copy of the Trust Agreement
  2. Trust Certification

### FINANCIAL INFORMATION REQUIREMENTS:

Separately, as applicable, for the following:

- The Borrowing entity
- Each individual general partner
- Each corporation as a general partner
- Each general member of a limited liability company
- Each guarantor
  1. Loan application including all schedules and exhibits
  2. Year to Date Pay Stub if Salaried, If Self Employed see below.
  3. Complete executed Federal tax returns and W2s for the previous two years including all schedules and K-1s and Sub Chapter S tax returns.
  4. Last three months statement on all bank and stock brokerage accounts.

If self-employed, last two years federal business tax returns and year to date financial statements (balance sheet and income statement)

### PROPERTY DOCUMENTATION REQUIREMENTS:

- Rent Roll
- Year To Date Operating Statement
- Last Two Calendar Years Operating Statement (Schedule E is best)
- List of Capital Expenses and amounts for each period above if applicable.