

COMMERCIAL LOANS USA.com

Commercial Loan application Check List

Fully complete application paper work, no copies of signatures (originals ONLY)

NEEDED

FORM NUMBER

- 1/CREDIT INFORMATION DISCLOSURE AUTHORIZATION -----Form # 1
(Original signature) Satisfactory letter of explanation on each adverse credit items, if you have any?
- 2/ Statement Purpose letter from borrower. If cash out, provide a complete break down.-----Form # 2
(Original signature)
- 3/ Commercial Loan application Check List-----*(THIS CHECK LIST)*----- Form # 3
CLICK ON "LOAN DOCUMENTATION" FOR REQUIRED PAPERWORK
- 4/ STATEMENT OF IDENTITY-----Form # 4
(Original signature)
- 5/ HUD-1003 APPLICATION FOR EACH PERSON GARUNTEEING THE LOAN -----Form # 5
(Original signature) (leave page 3 government monitoring information blank, we will complete)
- 6/ RENT ROLLS -----*(CURRENT)*----- Form # 6
(Original signature)
- 7/ Environmental Questionnaires. -----Form # 7
(Original signature)
- 8/ Schedule of Real estate owned-----Form # 8
(Original signature) Operating statement for past three years of each subject property
- 9/ Property Income & Expense Summary-----Form # 9
(Original signature)
- 10/ COLLARERAL QUESTIONNAIRE----- *(APARTMENTS / MULTIFAMILY)*-----Form # 10
(Original signature)
- 11/ IRS FORM 4506 -----Form # 11
(Original signature)
- 12/ IRS FORM W-9-----Form # 12
(Original signature)

- 13/ FULL NARATIVE AND COMPLETE APPRAISAL (NO MORE THEN 6 MONTH OLD)
APPRAISAL TO BE ORDERED BY OUR MORTGAGE PROSSESOR, IF NOT PROVIDED
COLORED Photos of property (no Polaroid): Front, rear, side and street scene SHOULD BE WITH APRAISAL
Name and phone number of person to be contact by the appraiser
- 14/ Commercial Rental Property or Multifamily: Copy of each current lease agreement.
- 15/ Proof of cash reserve if this is a purchase funding. Copies of your last three years FEDERAL TAX RETURNS,
including all schedules, K-1's, etc. IF SELF EMPLOYED: 1120 CORPORATE TAX RETURNS
- 16/ COPY OF ARTICLES OF / INCORPORATION, PARTNER SHIP AGREEMENTS, L. L.C. ORIGINIZATIONS
- 17/ If purchase, Purchase Agreement and Proof of the down payment.
Copy of the fully executed sales agreement contract and riders (must show initials of both parties wherever
required on all pages) Escrow instructions if applicable
- 18/ IF SELF EMPLOYED: PROFIT AND LOSS STATEMENT (Recent, with original signature)
- 19/ Employment Information: Including W2's, 1099's. Pay Stubs (two most recent pay periods)
- 20/ Declaration page from your PROPERTY owners insurance coverage
- 21/ PRELIM * TITLE / DEED FOR THE PROPERTY

Your prompt attention to this request for the above items will assist us in processing of your loan in an expeditious manner. A rate lock cannot take place until loan package is completed. If appraisal is needed it must be completed also to lock rated. Please do not hesitate to contact our office should you have any areas of concern. Call: 800-384-7593