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Borrower: _____ **Address:** _____
Phone: _____
Cell: _____ **Fax:** _____
Email: _____
Subject _____
Property: _____

Description: _____

ORDERED	RECEIVED	REQUESTED ITEM	COMMENT
		Loan Application	
		Current Personal Financial Statement	
		Current Business Financial Statement	
		Last 2 months Bank Statements	
		Current Pay-Stub	
		2 years W-2-s	
		2 Years Tax Returns/K-1's/1065's	
		Year-to-date Profit & Loss, Balance Sheet	
		Credit Explanation	
		Subordination Agreement	
		Appraisal	
		Title	
		Credit Report	
		Property Profile	
		Comparable Sale Information	
		Purchase and Sale Agreement	
		Pre-Sale Buyers	
		Set of Plans	
		Copy of Site Plan	
		Copy of preliminary Plat Approval	
		Certificate of Occupancy	
		Building Permit	
		Copy of Grading Permit	
		Water Availability Certificate	
		Sewer Availability Certificate	
		Cost Breakdown	
		Description of Materials	
		Copy of Contractors License and Bond	
		List of Sub-Contractors and Suppliers	
		Certificate of Liability Insurance	
		Construction Schedule	
		Soils Report, SEPA Study	
		Wetland Delineation, TOPO Study	
		Signed Lump Sum Construction Contract	
		Builders Resume', Completed Projects	
		Loan Request	
		Business Plan	
		Exit Strategy	