
SUBMISSION PACKAGE

Initial Documentation Checklist

1. Loan Application*
2. Strategy Letter*
3. Investor Experience & Portfolio*
4. Credit Card Authorization Form*
5. Bank Statements - 2 months most recent (all pages with name & account # visible)
6. Copy of Photo ID
7. LLC / Corporation Documentation (if holding title in entity)
 - a. Articles of Organization / Incorporation
 - b. Operating Agreement / Bylaws
8. Specific Transaction Documents
 - a. If purchase transaction – fully executed, valid purchase contract
 - b. If refinance transaction – payoff demand or mortgage statement
9. If property requires rehab – provide rehab bid/itemized list of work w/ associated costs
10. If property is currently leased, provide:
 - a. Executed lease agreement(s)
 - b. Rent roll and P&L statement for subject property (if multi-family)

Specified item is included in this **Submission Package. If e-signing any documents, must be a verified e-signature through a service such as Adobe Acrobat or DocuSign.*

Important Notes

- Non-Owner Occupied properties - Investor Loans Only.
- ACH (automatic payments) is required. ACH is a scheduled electronic payment made from your checking or savings account.
- Balloon payment due at end of loan term.