

Checklist of required documents

Owner-occupied commercial real estate

This checklist will help small business owners identify what documentation is required during the loan process. Prompt submission of the required documents will ensure timely processing of the loan request. Financial statements must be signed and dated when they are company or self-prepared. Additional documents may be required to clarify or support the loan request.

From your business at application

- Business federal tax returns from previous two years
- Previous two years fiscal year-end financial statements (Balance Sheet and Profit and Loss statement)
- Year-to-date financial statements (Balance Sheet and Profit and Loss statement)
- Ownership verification of business entity, trust, or other organization. Example: Articles of Incorporation or Organization, Partnership Agreement(s), Trust Certification, etc.
- Business Debt Schedule (template provided; company-prepared is acceptable if signed and dated)

From each individual owner at application

- Personal federal tax returns from previous two years
- Schedule K-1 for all business entities reported on Schedule E, Part 2 from the same two years as the tax returns provided
- Personal Financial Statement (required bank form provided; complete, sign, and date)

Real estate specific information at application

- Environmental Questionnaire (form provided; complete, sign, and date)
- Property Characteristics (form provided)
- Purchase contract — if applicable (an executed contract can be provided at application or, if the subject property address can be provided at application, the contract can be submitted within 30-calendar days of conditional approval)

Required if any portion of the property is leased	<input type="checkbox"/> Rent Roll (must be current)
	<input type="checkbox"/> Lease agreement(s) (must be current and signed)
	<input type="checkbox"/> Property Operating Statement

Upon acceptance of terms (subject to approval)

- Borrower's Authorization for release of information (form provided; complete, sign, and date)
- IRS 4506-C form, one for each borrower and guarantor (form provided; complete, sign, and date)
- Taxpayer Consent form, one for each borrower and guarantor (form provided; complete, sign, and date)
- Evidence of property insurance, policy with a coinsurance clause is not acceptable (flood insurance declaration page, if applicable)
- Copy of recent mortgage statement or notarized private party verification letter (if applicable)