

Step 1

Please submit all the documents listed on this Checklist, signing and dating all financial information, tax returns and personal financial statements. *If you need assistance, please call our Loan Officers at 713-621-2050.*

Step 2

Application Documents

- Executive loan summary with transaction details
- Itemized sources and uses
- Proposal of total project budget to completion. Budget needs to be itemized by line item for each month of the proposed loan
- Signed/executed letter of interest with application Fee
- Detailed description of the property including square footage/acres

Business Information

- Year end financial statements for the last three years
- Interim financial statements – not more than 60 days old
- Term debt schedule – same date as interim
- Tax returns for the last three years
- Business History
- Business promotional literature
- Commercial general liability binder (amount of insurance = loan amount)
- Contact list (borrower, seller, borrower's council, accountant, appraiser, survey, environmental, builder, architect, broker, etc)

Personal Information – For any owners or officer or guarantor with 20% or more ownership interest

- Tax returns for the last three years
- Resume
- Written explanation for derogatory credit or bankruptcy

Legal Documents – Please provide all that are applicable

- Corporation: Articles of Incorporation
Bylaws
Stock Certificates
(issued and outstanding)
Certificate of Good Standing
- Partnership: Partnership agreement
- Limited Liability Company: Articles of Organization Operating Agreement
- Trust: Trust Agreement
- Alien Registration Card for non-US citizens
- Existing or proposed building lease
- Trade Name of Fictitious Name Filing

Affiliate Business – Any business concern owned 20% or more by the same owners

- Description, including ownership Structure, of business
- Tax Returns for the past three years
- Interim financial statement not more than 60 days old

Section 2

Additional information needed only:

If Real Estate Purchase/to be Acquired/ to be pledged for collateral

- Executed Purchase Agreement
- Evidence of down payment
- Phase I Environmental
- Appraisal within the last 12 months (including site & aerial photographs)
- Copies of all leases in existence (including month to month)
- Rent roll within the last 60 days
- Verification of mortgage information
- Bank statements supporting rent receipts within the last 12 months
- Gross rental receipt within the last 12 months
- Sale history of collateral including dates
- Property management contract and resume
- Recent preliminary title report with plat map
- Blue line survey

If Tenant Improvements or New Construction

- Construction cost breakdown detail (line item)

- Schedule of draws
- Schedule of all plan improvements
- Plans and specifications
- Construction contract
- Statement of qualification from general contractor including licenses and statement of financial condition
- Statement of qualification from project manager on AIA format
- Condition of bonding capacity on AIA format
- Evidence of availability of utilities
- Engineering and soils report
- Evidence of zoning
- Copy of existing storm water/drainage study
- Copy of traffic consultants report
- Copies of existing subdivision plats, MUD, PID and/or road district documents
- Evidence of adequate access to property from public roads and frontage
- Sewer easement
- Builder contract
- Facilities agreement with city or municipality
- Copy of contract document in which seller will sell the property

If Debt Refinance

- Schedule of long term debt
- Copy of note(s) to pay off
- Payoffs amounts within the last 30 days (include all existing liens)
- Verification of mortgage information

If Business Acquisition

- Executed buy/sell agreement with breakdown of purchase price
- Business Plan
- Year end financial statements for the last three Years for seller
- Interim financial statement – not more than 60 days old
- Term debt schedule-same date as interim
- Tax returns for the last three years
- Business history
- Business plan including supporting assumptions for financial projections

Step 3

Please return this completed packet and any supplemental information to our loan officer to begin immediate processing of your loan request.

LENDER RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION IF NECESSARY DURING THE UNDERWRITING PROCESS, IF REQUIRED. NOTHING CONTAINED HEREIN WILL LIMIT ANY OF THE BORROWER'S OBLIGATIONS OR LENDER'S RIGHTS AND REQUIREMENTS AS SET FORTH IN THE LOAN COMMITMENT.