

## Commercial and Income Property Loan Submission Checklist

At Finance Factors, our goal is to create an easy and hassle-free experience for you and your client. Listed below is a checklist of items that will help you get your commercial property loan process started. Please contact your Finance Factors representative with any questions on the documents and procedures listed below.

1. Items required to submit an **initial commercial property loan package**:
  - a. Loan Application Form 1003 (include collateral TMK and address)
  - b. Borrower's Hazardous Waste Form. The form can be retrieved directly from Finance Factors' wholesale website at [www.FinanceFactors.com/Wholesale](http://www.FinanceFactors.com/Wholesale)
  - b. Verification of deposits and stock brokerage accounts (current bank statements or brokerage statements are sufficient)
  - c. Most recent 3 years personal tax returns including all K-1 statements, plus year-to-date verification of income for current year (i.e. one month's pay statements, etc.)
  - d. Most recent 3 years business tax returns (if not listed on schedule "C" of personal tax returns), plus a year-to-date operating statement for the current year
  - e. Most recent 3 years operating statement for the subject collateral (if not listed on schedule "E" of personal tax returns), plus a year-to-date operating statement for the current year
  - f. Current rent roll for the subject collateral
  - g. Tenant leases
  - h. Executed sales contract (if a purchase)
  - i. Title report (if available)
  - j. Note and mortgage of any existing loans on collateral (if a refinance)

When emailing any document or form that contains nonpublic personal borrower information, please use encryption. If you need assistance with encryption, please contact your Finance Factors representative for instructions.

Call your Finance Factors representative to discuss the loan application deposit and appraisal requirements for your loan request.