



**Fix & Flip and New Construction Loan Checklist:**

- Completed loan application.
- Articles of Incorporation, Bylaws, and Stock Certificate ( S or C Corporation) or Articles of Organization and Operating Agreement (LLC). All Documents must be signed and a Letter of Good Standing must be provided (Must close in an Entity for a Fix & Flip and New Construction)
- EIN Letter
- 2 Months Business Bank Statements or 2 Months Personal Bank Statements.
- Clear Copy or Picture of Photo ID
- Purchase Agreement for Property (if purchase)
- Insurance Agent and Title/Escrow Officer or Closing Attorney Information. – Name, Telephone, and Email
- Itemized Scope of Work. Blueprints/Drawings Plans if New Construction
- ACH Form and Voided Check (ACH form will be provided)

**Long Term Mortgage for Rentals Checklist:**

- Completed loan application.
- If Closing in an Entity Need - Articles of Incorporation, Bylaws, and Stock Certificate ( S or C Corporation) or Articles of Organization and Operating Agreement (LLC). All Documents must be signed and a Letter of Good Standing must be provided (Can Close in Personal Name)
- EIN Number Letter
- 2 Months Business Bank Statements or 2 Months Personal Bank Statements.
- Clear Copy or Picture of Photo ID
- Purchase Agreement for Property (if purchase)
- If Refinance Need Payoff and 6 Month of Payment History
- Completed List of Rehab (if a refinance and applicable)
- Insurance Agent and Title/Escrow Officer or Closing Attorney Information. – Name, Telephone, and Email
- Completed Property Management Questionnaire (form will be provided)