



1(800) 922-2535
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COMMERCIAL LOAN PACKAGE CHECKLIST:

(NOTE: Use the above as a checklist. Remember, not all the above will apply to every project)

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| <input type="checkbox"/> | Letter requesting funding and stating exactly all the requirements, time frames, payback methods and collateral for the project |
| <input type="checkbox"/> | Completed Commercial Application for each principal. |
| <input type="checkbox"/> | Three years tax returns for all principals with schedules. |
| <input type="checkbox"/> | Current financial statements for the principals (Signed). |
| <input type="checkbox"/> | Brief resume of the Borrowing Entity, Development Company, Management Company, and each Principal. |
| <input type="checkbox"/> | Authorization to release Credit Information. |
| <input type="checkbox"/> | Two banking references for the Borrowing Entity. |
| <input type="checkbox"/> | Letter stating Use of Funds (if a refinance). |
| <input type="checkbox"/> | Copy of Warranty Deed to the Property. |
| <input type="checkbox"/> | Copy of Tax Receipts on Property. |
| <input type="checkbox"/> | Copy of Purchase and Sale Contract. |
| <input type="checkbox"/> | Copy of Previous Title Policy. |
| <input type="checkbox"/> | Current Annual Property Operating Data Form. |
| <input type="checkbox"/> | Cash Flow Analysis including Pro-Forma Income & Expense Statements. |
| <input type="checkbox"/> | Current Balance Sheet & Profit & Loss Statement on Borrowing Entity. |
| <input type="checkbox"/> | Copy of Articles of Incorporation & Borrowing Resolution. |
| <input type="checkbox"/> | Copy of Joint Venture or Partnership Agreement. |
| <input type="checkbox"/> | Brief History of Business & Each Principal. |
| <input type="checkbox"/> | Verification of Balances of Existing Liens on Property. |
| <input type="checkbox"/> | Interim Statement and Two Years Operating Statements on Property (signed). |
| <input type="checkbox"/> | Two Years Corporate or Partnership Tax Returns with Schedules |
| <input type="checkbox"/> | Copies of all Leases and Rental Agreements |
| <input type="checkbox"/> | Color Photographs of Property. |

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|--------------------------|---|
| <input type="checkbox"/> | Sample Lease Agreement. |
| <input type="checkbox"/> | Sample Sales Contracts. |
| <input type="checkbox"/> | Current Rent Roll (signed). |
| <input type="checkbox"/> | Demographics Study Report. |
| <input type="checkbox"/> | Business or Property Appraisal (signed and dated within 6 months) |
| <input type="checkbox"/> | Copy of Property Survey. |
| <input type="checkbox"/> | Zoning Letter. |
| <input type="checkbox"/> | Marketing Plan. |
| <input type="checkbox"/> | Aerial Photograph of Property. |
| <input type="checkbox"/> | Availability of Utilities, and Water Letters. |
| <input type="checkbox"/> | Drawing of Floor Plans or Renderings. |
| <input type="checkbox"/> | Cost Breakdown of Land Costs and Development Costs. |
| <input type="checkbox"/> | Complete Description of Property and Project. |
| <input type="checkbox"/> | Executive Summary of Project. |
| <input type="checkbox"/> | Signed Agreement for Financial Services. |
| <input type="checkbox"/> | Copies of Patents, Trademarks, Copyrights, Service marks, etc.. |
| <input type="checkbox"/> | Any additional contracts, vendor agreements, joint marketing agreements, government contracts, etc. that can verify future cash flow. |