



1(800) 922-2535  
[www.avyvaproperties.com](http://www.avyvaproperties.com)

### COMMERCIAL LOAN PACKAGE CHECKLIST:

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

<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.

<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.