Commercial & Construction Real Estate Financing

Document Checklist
Commercial Property

Instructions:
1. Complete as many fields as possible
2. Fax this page to: **(971) 252-4128** -or-
3. Email to **chris.moore@accesscapnw.com**

Documentation readiness is an important factor in ensuring a commercial loan's timeliness. The most frequent mistake made is submitting files which are incomplete and do not contain the documents which are needed. It slows down the process an makes it next to impossible to properly assess a loan request. By providing a full and complete submission packet, you can be assured that your requests will be more promptly addressed and a more accurate assessment made. Below are lists of documents requested which will assist you in submitting a full file.

Commercial Property Checklist

	Commercial Executive Summary (typed in and fully completed)
	2004-2006 Income & Expense Statements for Property
	YTD Balance Sheet
	YTD Profit & Loss Statement
	Current Rent Roll (with Start Dates, Expiration Dates & Deposits)
	Purchase Contract - (if purchase)
	8 electronic color photos of property
	Appraisal (if MAI is completed)
	Preliminary Title Report
	Construction Budget (if applicable)
	Construction Schedule (if applicable)
	Current Personal Financial Statement
	Borrower's (Guarantor's) 2004-2006Tax Returns (Business & Personal-All Schedules)
	Borrower's Tri Merge Credit Report
	Company Bio and/or Resume