



## COMMERCIAL REAL ESTATE LOAN DOCUMENTATION CHECKLIST

For: Property located at \_\_\_\_\_

- 1. Completed and signed Coffman Capital credit application
- 2. Signed Credit Authorization, all 20% or greater owners
- 3. Signed (not completed) 4506-T forms, for all entities providing tax returns
- 4. Cover letter (purpose of loan)
- 5. Resume of borrowers and guarantors
- 6. Information on corporation/partnership ownership entity
- 7. Current (last 90 days) signed personal financial statements
- 8. Personal tax returns (all schedules) for last 3 years
- 9. Corp/ partnership tax returns (all schedules) for last 3 years
- 10. Current (last 90 days) interim corporation/partnership financial statements
- 11. Property operating statements for last 3 years (rented properties)
- 12. Pro forma operating projections for first year (rented properties)
- 13. Existing Appraisal – **do not order new appraisal at this time.**
- 14. Current rent roll, financial information on major (commercial) tenants
- 15. Leases – on all tenants, or sample leases if large number of units
- 16. Photos: interior, exterior, aerial (if available)
- 17. Purchase Agreement (acquisition) or Closing Statement (refinances)
- 18. Warranty Deed (refinance and construction loans)

### Construction Loan Items

- 19. Plans and specifications with floor plan (if available)
- 20. Construction loan commitment (if applying for take-out loan)
- 21. Contractor's written estimate with cost breakdown
- 22. Loan proceeds draw schedule from contractor
- 23. As-Built Survey within 30 days of construction closing, certified with flood plain data

### Closing Items

- 24. Appraisal – ordered by lender
- 25. Property survey
- 26. Environmental Survey if required (Phase I or II report)
- 27. Title policy
- 28. Property Insurance – Hazard, Liability, Flood

### Additional Information Provided

- 29.
- 30.
- 31.
- 32.