

## **Multi-Family/Commercial Loan Documentation Checklist**

### **SUBJECT PROPERTY:**

- Rent Roll (Apartments) or Lease Summary (Commercial)\*
- Rental/Lease Agreements and/or Estoppels for all units
- 2008, 2009 & 2010 year-to-date income and expenses
- Evidence of Hazard Insurance (Refinance)
- Copy of property management agreement (if applicable)
- Purchase Contract (if applicable)
- Laundry Lease (if applicable)

### **INDIVIDUAL:**

(Provide for all individuals with 20% of more ownership interest)

- Completed and Signed Personal Financial Statement\*
- 2008 & 2009 Federal Tax Returns (if 2009 not filed, please provide 2007 returns and 2009 extension)
- Copy of Bank Account/Investment Statements for most recent 2 months (all pages)
- Real Estate Resume for principals
- Credit Authorization Form\*
- Form 4506-T\*

\*Form can be downloaded at [www.ufsloans.net](http://www.ufsloans.net)

*In addition to the above, if property is vested in or borrowing entity is one of the below:*

**TRUST:**

- Copy of Trust Agreement
- List of all assets held within the Trust

**PARTNERSHIP:**

- 2008 & 2009 Federal Partnership returns (if 2009 not filed, please provide 2007 returns and 2009 extension)
- Copy of Bank Account/Investment Statements for most recent 2 months (all pages)
- Fully Executed Partnership Agreement, including schedule of investors with percentage owned
- Filed LP-1 and LP-2's, if applicable (Limited)
- Filed Statement of Partnership (General)
- Tax ID number, if a newly formed entity
- List of all assets held within the Partnership

**LIMITED LIABILITY COMPANY:**

- 2008 & 2009 Federal Tax returns (if 2009 not filed, please provide 2007 returns and 2009 extension)
- Copy of Bank Account/Investment Statements for most recent 2 months (all pages)
- Fully Executed Operating Agreement, including schedule of investors with % owned
- Filed Articles of Incorporation (LLC-1)
- Statement of Information (LLC-12)
- Federal tax identification number

**CORPORATION:**

- 2008 & 2009 Federal Tax returns (if 2009 not filed, please provide 2007 returns and 2009 extension)
- Copy of Bank Account/Investment Statements for most recent 2 months (all pages)
- Articles of Incorporation & Bylaws
- Corporate Resolution to Borrow
- Certificate of Domestic Stock Corporation
- Tax ID number, if a newly formed entity