



INITIAL DOCUMENTATION CHECKLIST

Please provide all of the following documents in PDF format.

- 1. **Loan Application***
 - a. Borrower Details
 - b. Transaction Details
 - c. Strategy Details
 - d. Authorization Form

- 2. **Tax Returns* - 2 most recent years' filed returns**
- 3. **Personal Financial Statement* - completed within the last 6 months**
- 4. **Bank Statements - 2 months most recent (all pages with name & account # visible)**
- 5. **Driver's License(s)**
- 6. **LLC / Corporation Documentation (if holding title in entity)**
 - a. Certificate of Formation
 - b. Operating Agreement / Bylaws
- 7. **Specific Transaction Documents**
 - a. If purchase transaction – fully executed, valid purchase contract
 - b. If refinance transaction – payoff demand or mortgage statement
- 8. **Lease Agreement(s) - If property is currently leased**
- 9. **Construction Budget - If property requires construction and/or rehab, provide itemized list of work**

*Specified item is included in this Submission Package

IMPORTANT NOTES

- Non-Owner Occupied properties - Investor Loans Only.
- All loans require monthly, interest-only payments.
- Balloon payment due at end of loan term.
- If e-signing any documents, must be a verified e-signature through a service such as Adobe or DocuSign.

ALL SENSITIVE INFORMATION SHOULD BE REDACTED TO ONLY SHOW THE LAST 4 DIGITS OR COMMUNICATED TO A TEAM MEMBER BY PHONE.

PERSONAL INFORMATION**PRIMARY BORROWER INFORMATION**

First Name: _____ Middle Name: _____ Last Name: _____
 Phone: _____ Email: _____ Texas DL: _____
 Date of Birth: _____ Marital Status: _____ SSN: _____ Credit Score: _____
 Address: _____ City: _____ State: _____ Zip Code: _____

CO-BORROWER INFORMATION

First Name: _____ Middle Name: _____ Last Name: _____
 Phone: _____ Email: _____ Texas DL: _____
 Date of Birth: _____ Marital Status: _____ SSN: _____ Credit Score: _____
 Address: _____ City: _____ State: _____ Zip Code: _____

BORROWING ENTITY INFORMATION

Name: _____ Doing Business As: _____
 Type: LLC Corporation Trust LLP Other: _____
 EIN: _____ State of Formation: _____

FINANCIAL OVERVIEW**BORROWER EMPLOYMENT INFORMATION**

Name of Employer: _____ Years on Job: _____ Years in Industry: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Position: _____ Manager: _____ Manager Phone: _____

CO-BORROWER EMPLOYMENT INFORMATION

Name of Employer: _____ Years on Job: _____ Years in Industry: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Position: _____ Manager: _____ Manager Phone: _____

MONTHLY INCOME

GROSS MONTHLY INCOME	BORROWER	CO-BORROWER	TOTAL
Base Employment Income	_____	_____	_____
Overtime	_____	_____	_____
Bonuses	_____	_____	_____
Commissions	_____	_____	_____
Net Rental Income	_____	_____	_____
Other	_____	_____	_____
TOTAL	_____	_____	_____

MONTHLY DEBT

Primary Residence: Rent Own # of Years: _____ Mortgage/Rent: _____ Auto Payments: _____
 Avg Credit Card Payments: _____ Student Loan Payments: _____ Other Loan Payments: _____

ASSETS

CHECKING/SAVINGS			OTHER LIQUID ASSETS
BANK NAME	ACCOUNT NO.	BALANCE	
_____	_____	_____	Stocks/Bonds: _____
_____	_____	_____	Retirement Fund: _____
_____	_____	_____	Other Liquid Assets: _____
	TOTAL:	_____	TOTAL: _____

PROPERTY INFORMATION (IF UNDER CONTRACT)

PROPERTY INFORMATION

Address: _____ City: _____ State: _____ Zip Code: _____
Property Type: ___ SFR ___ Condo ___ PUD ___ 2-4 Units ___ 5+ Units ___ 75+ Units
___ Student Housing ___ Senior Housing ___ Other: _____
Flood Zone: _____ Occupied? _____ If Occupied, %: _____

TITLE COMPANY INFORMATION

Expected Closing Date: _____ Title Co.: _____ Title Agent: _____
Title Agent Phone: _____ Title Agent Email: _____

LOAN DETAILS

Transaction Type: ___ Purchase ___ Rate & Term Refinance ___ Cash-Out Refinance
Requested Loan Amount: _____ Purchase Price: _____ Estimated ARV: _____
Investment Strategy: ___ Flip and Resell ___ Buy and Hold ___ Bridge
If Rental: Current Monthly Income: _____ Projected Monthly Income: _____
Do you intend to rehab/upgrade the property? _____ If yes, please provide rehab budget. _____
Are you prequalified with a long-term lender? _____ If yes, who? _____
If Refinance: Current Debt on Property: _____ Original Cost: _____
Year Acquired: _____ Rehab Completed (if any): \$ _____
Additional Liens? _____
Cross-Collateralized? _____
Do you intend to rehab or upgrade the subject property? ___ Yes ___ No
If Yes: What do you estimate the rehab, construction, or updating costs will be? _____
Will you be adding square footage? _____
Has work, rehab, or demo already begun on subject property? _____
Exit Strategy: ___ Sell Property ___ Refinance ___ Other (please explain): _____

DECLARATIONS

QUESTIONS	BORROWER		CO-BORROWER	
	YES	NO	YES	NO
1. Are you or your entity presently delinquent or in default on any Federal debt?	_____	_____	_____	_____
2. Are you or your entity presently delinquent or in default on any financial obligation or guarantee?	_____	_____	_____	_____
3. Have you or any of your entities ever filed Bankruptcy?	_____	_____	_____	_____
4. Are there any Judgements against you or any of your entities?	_____	_____	_____	_____
5. Are you or your entity currently involved in a lawsuit?	_____	_____	_____	_____
6. Are you obligated to pay alimony/ child support, or separate maintenance?	_____	_____	_____	_____
7. Is any part of the down payment borrowed?	_____	_____	_____	_____
8. Are you a U.S. Citizen?	_____	_____	_____	_____
9. Do you intend to occupy the property as your primary residence?	_____	_____	_____	_____

ADDITIONAL INFORMATION

Please use this section if you need more space to fill out your application or for explaining "Yes" answers in the Declarations section.

DECLARATION OF NON-OWNER OCCUPANCY & BUSINESS USE OF PROCEEDS

I (“Borrower”) certify and represent to lender (“Lender”) as follows:

I hereby declare that I have no intention of making the property (subject property listed in my loan application) my principal residence.

Additionally, I declare that I have no intention of utilizing the property as a second home and/or any surviving spouse or family member shall live in the property. I understand that this loan is a business purpose loan and not a household purpose loan. The loan proceeds are intended to be used and shall be used for business purpose only, not for personal use.

I represent that I understand the difference between consumer loan for personal purposes and a commercial loan for business purposes. I represent that this loan is not a consumer loan and therefore is not subject to any laws relating to consumer loans under any state or federal laws such as Truth in Lending Act (15 U.S.C. § 1601 et seq.), Real Estate Settlement Procedures Act (12 U.S.C. § 2601 et seq.), GrammLeach Bliley Act (15 U.S.C. §§ 6802–6809), Secure and Fair Enforcement Mortgage Licensing Act (12 U.S.C. § 5101 et seq.), and Homeowners Protection Act (12 U.S.C. § 4901 et seq.).

I realize the lender, broker, assignees and successors rely upon this information. I confirm I have read and understand this document. I declare under penalty of perjury the foregoing is true and correct.

AUTHORIZATION & ACKNOWLEDGEMENT

Each of the undersigned certifies that they have applied for a Non-Owner-Occupied Real Estate Loan. In applying for the loan, each of the applicants certifies that all information is true and complete. Applicant made no misrepresentations in the loan application or other documents, nor did I/we omit any pertinent information. Each of the undersigned understands that the Lender may verify information in this loan application and in other documents required in connection with the loan. Each of the undersigned authorizes the Lender to provide any investor to whom the Lender may sell their mortgage, any and all information and documentation that they request. Each of the undersigned acknowledges that the property will not be occupied as indicated in this application and that the property will not be used for any illegal or prohibited purpose or use. Lender has not made any application representation or warranty, express or implied, to me regarding the property or the condition or value of the property.

My signature below authorizes the Lender, to obtain a consumer credit report through a credit reporting agency chosen by the Lender. I understand and agree that the Lender intends to use the consumer credit report for the purposes of evaluating my financial readiness to obtain a loan.

It is understood that a copy of this form will also serve as authorization. Lender will not disclose any information obtained in this application to any third party, except as permitted by law. I understand that credit inquiries have the potential to impact my credit score. I also understand that completion of this application is not a guarantee of credit. I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United State Code, Section 1001, et seq.

Borrower Signature

Date

Co-Borrower Signature

Date

Guarantor Signature

Date

NOTICE OF RIGHT TO COPY OF APPRAISAL (ECOA)

This notice is being provided to you pursuant to 12 CFR § 1002.14(a).

The Lender may order an appraisal to determine the property's value and charge the Borrower for this appraisal. The Lender will give the Borrower a copy of any appraisal or other written valuations promptly upon receipt, even if the loan does not close.

The Borrower can pay for an additional appraisal for the Borrower's own use at the Borrower's own cost.

You are entitled to receive copies of appraisal reports and other written valuations obtained in connection with your application for credit at least 3 business days prior to the time you become contractually obligated on the transaction. You have the right to waive the 3 business-day waiting period.

By signing below, I acknowledge the following:

1. I understand that I have the right to receive a copy of the appraisal reports and other written valuations obtained in connection with my loan application 3 or more business days prior to my loan closing;
2. I am exercising my right to waive the 3 business day review period prior to closing; and
3. I understand that, regardless of whether I sign this waiver, I will receive a copy of the appraisal reports at or before closing.

Borrower Signature

Date

Co-Borrower Signature

Date

Guarantor Signature

Date

SCHEDULES (continued)

No. 3 – Life Insurance

Name of Person Insured	Name of Beneficiary	Insurance Company	Type of Policy	Face Amt. of Policy	Total Cash Surrender Value	Amt. of Yearly Premium	Is Policy Assigned?

No. 4 – Other Stocks and Bonds

Face Value Bonds No. of Stock Shares	Description of Security	Registered in Name of	Cost	Present Market Value	Income Received Last Year	If Pledged, State to Whom

No. 5 – Real Estate

The legal and equitable title to all the real estate listed in this statement is solely in the name of the undersigned, except as follows: (list below)

Description or Street No.	Dimensions or Acres	Improvements Consist of	Mortgages or Liens	Due Dates and Amts. of Pymts.	Assessed Value	Present Market Value	Unpaid Taxes Year	Amount