



Commercial Loan Documentation Checklist for Members

- _____ Most recent **three years Federal Tax Returns for Company, full version – all pages**
- _____ Most recent **three years Federal Tax Returns for Individual, full version – all pages, including W2**
- _____ Most recent **three years Federal Tax Returns for All Related Entities of Company or Individual, full version – all pages**
- _____ Most recent **three years Schedule K-1 Forms for ALL Related Entities, if applicable**
- _____ If the tax returns for any of the above listed entities are more than six (6) months old, then need a **year-to-date Income Statement**
- _____ If rental or investment property: Need **Rent Roll** for individual / company. The rent roll needs to include income and expenses of investment property and any recent or planned renovations and or sale of units. *A rent roll is a listing of all rental units owned with monthly rents, expenses, and corresponding debt. It should also indicate if the unit is occupied and the terms of the lease.*
- _____ Current **Personal Financial Statement for individual(s)** detailing assets and detailing payment structure and/or terms of liabilities
- _____ Current **Balance Sheet for company(s)** detailing assets and detailing payment structure and/or terms of liabilities
- _____ If borrower or guarantor is a company: Need **documentation of who is authorized to obtain debt for company:** Operating Agreement (LLC) / Bylaws / corporate resolution acknowledged by Board of Directors

Additional financial documentation may be required

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