Documentation Checklist

Refinance Commercial Mortgage

____ Copies of the most recent loan statement from existing lender.

____ Copy of existing insurance coverage listing the agent's name and contact information.

____ Copy of the purchase contract.

____ Copy of any recent appraisals.

____ Copy of any environmental studies completed on the property.

____ If held in a land trust, provide 3 certified copies of the Trust Agreement.

____ Recent Title Policy on the property.

____ Certified copy of the land survey.

____ Flood certificate, if located in a flood plain.

If the property is income producing, please also provide

____ Rent roll
____ Operating statement on the property and copy of tax return Schedule E
____ Copies of all leases

____ Complete copies, including all schedules, of the last three (3) federal tax returns for your company and accountant prepared statements, if available.

____ Your company's current interim statements, including a balance sheet and an operating statement, and comparative statements from the prior year for the same period.

____ Complete signed and dated personal financial statement(s) on our form for all owners of the company. (Please include copies of your account statements detailing all material assets and liabilities.) *This form is available on Spectrum's website.*

____ Complete copies of the last three (3) years of personal federal tax returns, including all schedules, for all owners of the company.

____ Signed tax disclosure, 4506-T, for all taxable entities (the business and all owners submitting tax returns). *This form is available on Spectrum's website.*

Spectrum Business Resources, LLC, 4343 Commerce Court, Suite 618, Lisle, IL 60532
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____ Any available marketing materials for your company.

____ Biography or resume on owners.

____ Three months of business account analysis statements providing detail on existing deposit accounts, loans, and fees.

____ A current accounts receivable and accounts payable aging.

____ A budget and projections detailing anticipated cash flow, when available.

____ All relevant corporate documentation including articles of incorporation (for corporations), certificate of good standing, certificate of incumbency of corporate officers, partnership agreement (for partnerships), and operating agreement (for LLCs).

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