



FOURTH QUARTER 2013 | ISSUE 1

## Real Estate Credit Request Checklist

Lenders examine a number of factors when determining whether to extend financing\* for a real estate project. When you apply for a loan, your banker will want to learn about your business and personal finances in addition to hearing about what you plan to buy or build.

It pays to get all your paperwork in order well in advance of meeting with your banker, so you can be prepared to answer any questions that may arise. Every situation is different, but the following checklist will give you a general idea of the items you may be asked to provide.

### PROPERTY / PROJECT INFORMATION (if applicable):

- Construction Contract, copies of 3 years' tax returns for Contractor
- Cost Breakdown - copies of three bids/cost breakdowns
- Description of Materials
- Feasibility Study
- Plans & Specs (Bluelines)
- Purchase Agreement
- Escrow Instructions
- Tenant Lease Agreements
- Tenant Rent Roll(s)
- Environmental Questionnaire / Environmental Site Assessment Report
- Preliminary Title Report

### BUSINESS INFORMATION:

- Fiscal year-end financial statements for the last three years
- Most recent interim financial statement
- Federal income tax returns for the last three years
- Copy of formation documents (i.e. Articles of Incorporation, Partnership Agreement, Trust Agreements, etc.)
- Federal Tax ID #

### PERSONAL INFORMATION (for all principals and guarantors):

- Personal Financial Statement, including Real Estate Schedule
- Current Liquidity Verification (bank & brokerage statements)
- Federal income tax returns, including all Schedule K-1's, for the last three years
- Résumé (including projects and references)

Once this information has been received, the bank can begin evaluating your request for credit. Preparing the necessary paperwork in advance may help speed up the process to help you get the financing you need for your real estate project.

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\*Commercial Real Estate Loans subject to credit approval. Terms and conditions apply.

1. Credit Cards are subject to credit approval. Certain terms, conditions and restrictions apply. 2. Promotional Bonus 25,000 points or \$250 Cash - Earn 25,000 rewards points or \$250 cash bonus when your business spends \$2,500 in the first 90 days of account opening (cash advances, balance transfers, and quasi cash amounts do not qualify toward \$2,500 spend). One bonus payment is allowed per business, not per account or per card. Offer applies to new accounts only. Limited time offer.