

Commercial Loan Check List



Property: _____

Borrower(s): _____

Guarantor(s): _____

A. BORROWER RELATED

Documents	Completed
Completed Loan Application	
Borrower's Financials	
Latest Complete Year and YTD (Company)	
Personal Financials (Individual)	
Financials Guarantor(s)	
Income & Expense (for the last two years)	
Tax Returns, Borrower(s) (the last 2 years)	
Tax Returns, Guarantor(s) (the last 2 years)	

B. PROPERTY RELATED

Documents	Completed
PROFESSIONALS/ CONSULTANTS	
Architect's Name and Contact Info.	
Engineer's Name and Contact Info.	
Consultant's Name and Contact Info.	
LEGAL/ CONTRACTS	
Deed (Copy)	
Description of Property	
Purchase & Sale Agreement	
Title Abstract	
Title Insurance	
Zoning Opinion	
Lien Waivers	
ALTA (Mortgage) Survey	
Construction Contract (AIA)	
Specification Sheet from Builder	
Marketing Contract (Copy)	
PERMITS/ CONTRACTS	
Building Permit	
Foundation Permit	
Approved Subdivision Plan	

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B. PROPERTY RELATED CONT'D

Documents	Completed
DRAWINGS	
Plot Plans (Copy)	
Architectural Plans (Copy)	
Engineering Plans (Copy)	
Septic Design Plan	
REPORTS	
Engineer's Letter of Title 5 Comp.	
Environmental Reports	
Site Assessment	
Phase I	
Phase II	
Other (if necessary)	
Perc Test	
Soil test	
Wetlands Designations	
Foundation "As Built"	
Foundation Survey Certification	
Lead Paint Report/ Certificate	
Asbestos Report	
Radon Testing	
Well Design	
Well Certification	
Water Purification Certificate	
INSURANCE	
Certificate of Worker's Compensation Insurance <limit>	
Builder's Risk Liability Insurance Certificate	
Engineer's Error's and Omissions (E&O) Insurance(Copy)	
Property Casualty Insurance Certificate	
FINANCIAL	
Disbursements Schedule	
Development Budget	
Construction Budget	
Pro-forma (for the next 12 months)	