



## **LIST OF ITEMS REQUIRED TO UNDERWRITE A MORTGAGE for an OWNER-OCCUPIED PROPERTY**

(The need for items #10-13 will vary according to each situation)

1. CURRENT BALANCE SHEET and CURRENT YEAR TO DATE PROFIT & LOSS statement for the business.
2. LAST THREE (3) YEARS PROFIT & LOSS STATEMENTS.
3. COMPLETE INCOME?EXPENSE STATEMENT on the property including:
  - a. Annual Property Taxes
  - b. Insurance
  - c. Water/Sewer
  - d. Fuel, Electricity
  - e. Maintenance/Repairs and Management
4. SUMMARY OF ALL COMMERCIAL LEASES (if any) showing escalations and expirations.
5. COMPLETE, DETAILED PHYSICAL DESCRIPTION INCLUDING SQUARE FOOTAGE.
6. IF ACQUISITION, PROVIDE COPY OF FULLY EXECUTED CONTRACT SALE.
7. IF REFI, PRICE ORIGINALLY PAID FOR PROPERTY, date of purchase and summary of current financing.
  - a. Current Lender
  - b. Current Principal Balance
  - c. Current Interest Rate
  - d. Maturity Date
  - e. Prepayment Penalty Information
8. PHOTOS, North, South, East, West.
9. SITE PLAN OR PROPERTY SURVEY, if available.
10. CURRENT PERSONAL FINANCIAL STATEMENT (where applicable)
11. CURRENT BUSINESS FINANCIAL STATEMENT (where applicable)
12. LAST THREE (3) YEARS PERSONAL TAX RETURNS (where applicable)
13. LAST THREE (3) YEARS BUSINESS TAX RETURNS (where applicable)
14. ARTICLES OF INCORPORATION OR LLC AGREEMENT (if any)
15. PERMISSION TO RUN CREDIT REPORT(S) (for partners who own 20% or more):  
Credit Report Authorization will accompany this document. Please fax to number below.  
Make copies for each individual in case of a corporation or partnership.