

## **FINANCING DOCUMENTATION CHECKLIST**

**The following represents information that is needed in connection with consideration of this loan/investment request. In general, The Samuel Group, Inc. and/or its associates will request all information that it considers relevant to its underwriting process. This list is not all-inclusive and additional information may be required.**

### **GENERAL**

- \_\_\_\_\_ Completed Application (**Signed & Dated**)
- \_\_\_\_\_ The Samuel Group, Inc.'s Engagement Letter (**Signed & Dated**)
- \_\_\_\_\_ Non-Circumvention Agreement (**Signed & Dated**)
- \_\_\_\_\_ 3 Years Tax Returns (Business)
- \_\_\_\_\_ 3 Years Tax Returns (Borrower/Co-Borrowers)
- \_\_\_\_\_ 3 Years Financial Statements (Business) (**Signed & Dated**)
- \_\_\_\_\_ 12-Month Bank Statements
- \_\_\_\_\_ Year-To-Date Financial Statements (Business) (**Signed & Dated**)
- \_\_\_\_\_ Personal Financial Statement For Each Principal Owning 20% + For The Entity Applying For Loan (**Signed & Dated**)
- \_\_\_\_\_ Articles Of Incorporation/Organization Of Entity
- \_\_\_\_\_ Bylaws/Operating Agreement Of Entity
- \_\_\_\_\_ Corporate Resolution Authorizing The Appropriate Individual(s) To Sign All Transaction Documents (**Signed & Dated By The President & Secretary Of Entity**)
- \_\_\_\_\_ (**For Start-Ups & Construction Loans**) Business Plan (Include Marketing Information, Projected Cash Flows For 5 Years, Analysis Of Competition, Demographics, Résumés Of Principals, Etc.)

### **COLLATERAL INFORMATION**

#### **REAL ESTATE**

- \_\_\_\_\_ Proof Of Insurance For Real Estate Being Utilized As Collateral
- \_\_\_\_\_ Appraisal (To Be Ordered By The Samuel Group, Inc. And/Or Associates) If Necessary
- \_\_\_\_\_ Legal Description Of Property/Address
- \_\_\_\_\_ Survey (Plat) On Property
- \_\_\_\_\_ Payoff Letter From Current Lender
- \_\_\_\_\_ Purchase Agreement (**Signed & Dated**) Including All Addendums
- \_\_\_\_\_ Environmental Assessment – Phase I, Phase II If Necessary
- \_\_\_\_\_ Copy Of Lease Agreements
- \_\_\_\_\_ 2 Years Of Historical Rent Rolls
- \_\_\_\_\_ Color Photos Of Property

#### **CONSTRUCTION**

- \_\_\_\_\_ Building Plans And Specifications
- \_\_\_\_\_ Detailed Construction Cost Estimates (Soft & Hard Costs)
- \_\_\_\_\_ Purchase Agreement (**Signed & Dated**) Including All Addendums
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Soils Report If Available
- \_\_\_\_\_ Summary Of Builder's Construction Experience, Qualifications & Licenses (Include Trade References, Bank References & List Of Recently Completed Projects)