



## **“FULL PACKAGE” CHECKLIST**

The efficiency with which a submitted file can be analyzed, submitted and processed is largely determined by the information included at the time the file is turned in to RCC underwriting. The following is a general checklist of required documentation. Common-sense judgment should be used when “Special Use” properties are involved.

- Executive Summary (Include deal strengths and weaknesses)
- Signed Purchase Agreement with all addendums (for purchases)
- Fully completed RRC commercial loan application\*
- Credit report for all guarantors from within 30 days
- At least 6 color digital photos of the property
- 2 years business tax returns for borrowing entity\*\*
- 2 years personal tax returns for all guarantors\*\*
- YTD Operating Statement (profit and loss) for current year for the subject property
- Most recent completed month’s rent roll with all info (form provided)
- Completed PFS (preferably from an accountant) including all info for SREO (form provided) for all guarantors
- Contact name and phone number for appraisal
- Entity documentation (Articles of incorporation, etc.)

\* Some lenders require a 1003 instead the RCC form

\*\* Some lenders require 3 full-year tax returns