



# Commercial Real Estate Loan Checklist

## Business/Borrower Documentation

- Business Tax Returns – Three most recent years
- Financial Statements – Most recent month end Balance Sheet and Profit & Loss statement
- Business Organization Documents
  - Corporation – Articles of Incorporation and Operating Agreement, Meeting Minutes
  - Limited Liability Company (LLC) – Articles of Organization and Operating Agreement
  - Single member LLC – Articles of Organization and Operating Agreement (if created)
  - LLP/Partnership – Certificate of Formation and Partnership Agreement
  - Sole Proprietor – Copy of Driver’s License
  - Non-Profit – Meeting Minutes authorizing the loan and signers
  - Trust – Trust Agreement and Certificate of Trust (dated within the last 90 days)
- Business Debt Schedule
- Certificate of Beneficial Owners (provided by OPB with application)

## Business/Borrower Information

- Tax ID
- Date Business Established
- Loan Amount
- Desired Loan Term
- State of Formation
- Primary Business Contact
- Basic Collateral Information
- Nature of Business
- Date Current Management Established
- Loan Purpose
- Number of Employees
- Annual Sales
- Physical Business Address
- Other Ownership Information

## Personal/Guarantor Documentation

- Personal Tax Returns – Three most recent years
- Current Personal Financial Statement
- If business guarantor, see Business/Borrower Information requirements above

## Collateral Documentation, if applicable

- Purchase and Sale Agreement
- Name of preferred Title Company
- Environmental Questionnaire (provided by OPB)
- Hazard Insurance Certificate (listing OPB as loss payee)

## Other information that will be needed/ordered by OPB

- Appraisal Report
- Appraisal Review
- Flood Certification
- Property Inspection (by OPB)
- Environmental Report
- Environmental Review
- Title Report
- Tax Service

## Other, if applicable

- Payoff Statement(s)
- Disbursement Information
- Lease Agreement(s)
- Payoff Authorizations
- Auto Pay information