

# DOCUMENTATION CHECKLIST

*Provide the following documentation as applicable for each entity.*

INDIVIDUAL	CORPORATION	PARTNERSHIP/LLC
<input type="checkbox"/> Property Profile Form	<input type="checkbox"/> Property Profile Form	<input type="checkbox"/> Property Profile Form
<input type="checkbox"/> Current Personal Financial Statement	<input type="checkbox"/> Current Profit & Loss Statement for Corporation	<input type="checkbox"/> Current Profit & Loss Statement for Partnership/LLC
<input type="checkbox"/> Last 3 Years' Personal Income Tax Returns (1040's) Including W-2's	<input type="checkbox"/> Current Balance Sheet for Corporation	<input type="checkbox"/> Current Balance Sheet for Partnership/LLC
<input type="checkbox"/> Most Recent 3 Months' Bank and Retirement Statements <i>(listed on Financial Statement)</i>	<input type="checkbox"/> Last 3 years' Corporate Federal Income Tax Returns (1120's) & K-1's	<input type="checkbox"/> Current Financial Statements for Partners/Members <i>(if 25% or more ownership/interest)</i>
<input type="checkbox"/> Credit Authorization Form	<input type="checkbox"/> Current Financial Statements for Shareholders <i>(if 25% or more ownership/interest)</i>	<input type="checkbox"/> Last 3 years' Partnership/LLC Federal Income Tax Returns (1065's) & K-1's
<input type="checkbox"/> Rent Roll & Copies of Each Lease Agreement	<input type="checkbox"/> Last 3 years' Personal Income Tax Returns (1040's) & K-1's <i>(if 25% or more ownership/interest)</i>	<input type="checkbox"/> Last 3 years' Personal Federal Income Tax Returns (1040's) & K-1's <i>(if 25% or more ownership/interest)</i>
<input type="checkbox"/> Purchase Contract <i>(purchase only)</i>	<input type="checkbox"/> Most Recent 3 Months' Bank and Retirement Statements <i>(listed on Financial Statement)</i>	<input type="checkbox"/> Most Recent 3 Months' Bank and Retirement Statements <i>(listed on Financial Statement)</i>
<input type="checkbox"/> Agent's Information <i>(purchase only)</i>	<input type="checkbox"/> Articles/Bylaws/Formation Minutes	<input type="checkbox"/> Articles/Operating Agreement/Formation Minutes <i>(LLC)</i>
<input type="checkbox"/> Escrow Information <i>(if you have a preference)</i>	<input type="checkbox"/> Credit Authorization Form	<input type="checkbox"/> Partnership Agreement <i>(Partnership)</i>
<input type="checkbox"/> Evidence of Insurance	<input type="checkbox"/> Rent Roll & Copies of Each Lease Agreement	<input type="checkbox"/> Credit Authorization Form
	<input type="checkbox"/> Purchase Contract <i>(purchase only)</i>	<input type="checkbox"/> Rent Roll & Copies of Each Lease Agreement
	<input type="checkbox"/> Agent's Information <i>(purchase only)</i>	<input type="checkbox"/> Purchase Contract <i>(purchase only)</i>
	<input type="checkbox"/> Escrow Information <i>(if you have a preference)</i>	<input type="checkbox"/> Agent's Information <i>(purchase only)</i>
	<input type="checkbox"/> Evidence of Insurance	<input type="checkbox"/> Escrow Information <i>(if you have a preference)</i>
		<input type="checkbox"/> Evidence of Insurance