

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