
INCOME PROPERTY LENDING

A division of the All Star Group, Inc.

REQUIRED DOCUMENTATION CHECKLIST

BORROWING ENTITY REQUIREMENTS:

- CORPORATION
 - Recorded Articles of Incorporation including all amendments
 - Executed Bylaws including all amendments
 - Certificate of Good Standing
 - Corporate Resolution to Borrow, signed by Secretary or President and any other officers required under the Corporation documents.

- GENERAL PARTNERSHIP
 - Fully executed Partnership Agreement including all amendments
 - Recorded Statement of Partnership including all amendments
 - Statement of Partnership

- LIMITED PARTNERSHIP
 - Fully executed Partnership Agreement including all amendments
 - Recorded and filed Certificate of Limited Partnership (LP-1)

- JOINT VENTURE
 - Executed Joint Venture Agreement
 - Evidence of Recordation including all amendments

- LIMITED LIABILITY COMPANY
 - Executed Membership/Operating Agreement including all amendments
 - Executed Articles of Organization including all amendments
 - Filed LLC-1

- TRUST
 - Trust Certification

FINANCIAL INFORMATION REQUIREMENTS:

Separately, as applicable, for the following:

- The borrowing entity
- Each individual general partner
- Each partnership as a general partner
- Each corporation as a general partner
- Each general member of a limited liability company
- Each guarantor

- Loan application including all schedules and exhibits
- Business/personal financial statements (balance sheet and income statement)
- Complete executed Federal tax returns for the previous two years including all schedules and K-1(s), and Sub Chapter S tax returns
- Last three months statements on all banks and stock brokerage accounts
- Verification of 12 Months Satisfactory Mortgage Payments on all Real Estate Loans
- If self-employed, last two years corporate, partnership or individual tax returns and year-to-date financial statements (balance sheet and income statement)

Required Loan Documentation Checklist
(continued)

PROPERTY INFORMATION REQUIREMENTS

- Last three years' operating history
- Current year-to-date operating statement
- Resume on property management company

- MULTI-FAMILY REAL ESTATE
 - Certified Rent Roll (certified by seller, if a purchase transaction)
 - Sample Rental Agreement

- COMMERCIAL REAL ESTATE
 - Tenant leases, guaranties of leases, and all amendments, attachments and exhibits
 - Ground lease (if applicable)
 - Existing tenant subordination agreements, if any
 - Financial statements and operating information for any tenant occupying 40% or more of property

ESCROW REQUIREMENTS:

- Certified copy of purchase agreement and amendments (if applicable)
- Certified copy of escrow instructions and all amendments

ENVIRONMENTAL REQUIREMENTS:

- Environmental Questionnaire completed by owner of record of subject property.

ADDITIONAL REQUIREMENTS:

- _____
- _____
- _____
- _____
- _____