

## Purchase and Refinance Item's needed.

- Copy of Driver's License
- SS Card if available
- Recent Credit Report or credit Karma. We will pull credit when underwriting.
- Purchase Contract in name of Entity or HUD if currently owned
- Entity Docs:
  - LLC Certificate of Formation, Operating Agreement must be in the name of the LLC and show shareholder %, EIN #, Certificate of Good Standing (if entity is more than 1 year old)
  - Corporation Articles of Incorporation, EIN #, Bylaws, Certificate of Good Standing (if entity is more than 1 year old)
- Detailed Scope of Work that was completed if a refinance.
- Proof of Experience
  - Purchase and Sale HUDs
  - o Leases
  - o Rent Tape
- Appraisal
- Attorney/Title Contact Info
- 1003 application
- PFS For each partner
- Track record form to be completed
- 3 years of tax returns for each sponsor, If a full doc loan.
- 3 years of business tax returns if available
- Operating Statement on the property. Rent roll, insurance, taxes, Maintenance, HOA, etc.