



BUSINESS LOAN APPLICATION CHECKLIST

Thank you for your interest in applying for subordinate financing with the Workforce Housing Lending Corporation. To expedite your application process please contact our Lending Team for guidance.

Please complete the following:

- ☐ Signed Release Authorization
- ☐ Completed Schedule of Business Debt
- ☐ Completed Rent Roll (if applicable)

Additional documents required include, but are not limited to:

- ☐ Copies of business Federal Tax Returns for last 3 years
- ☐ Copies of personal Federal Tax Returns for last 3 years for each shareholder who owns 20% or more of the business. For sole proprietors and individuals purchasing rental property in their own name, only the personal returns are required. Include K-1 information for all business ventures.
- ☐ Most recent year over year interim balance sheet, income statement and AR/AP Aging Report
- ☐ Personal Financial Statement for each individual that owns 20% or more of business
- ☐ Copies of Articles of Incorporation, Operating Agreements and/or By-Laws if applying as an LLC, LLP, or Corporation
- ☐ Copy of fully executed Offer to Purchase & Real Estate Condition Report, if applicable
- ☐ Project layout/site plan
- ☐ Information regarding collateral used to secure the loan (vehicle information/title copies/payoff information)
- ☐ Copies of most recent bank statements and loan payment history
- ☐ Copy of Drivers License for all borrowers