



Workforce Housing Lending Corporation

BUSINESS LOAN APPLICATION CHECKLIST

Thank you for your interest in our subordinate/gap financing program. We invite you to complete the following pre-application forms:

- ☐ Personal Financial Statement
 - ☐ Business Information Form
 - ☐ Authorization to Release
-

Additional documents that may be required include, but are not limited to:

- ☐ Copies of business Federal Tax Returns for last 2 years*
- ☐ Copies of personal Federal Tax Returns for last 2 years* for each shareholder who owns 25% 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 25% or more of business
- ☐ Copies of Articles of Incorporation, Operating Agreements and/or By-Laws if applying as an LLC, LLP, or Corporation
- ☐ Evidence of Site Control
- ☐ Project layout/site plan & local government approvals
- ☐ Copies of most recent bank statements and loan payment history
- ☐ Project ProForma
- ☐ Verification of Liquidity

*We reserve the right to request 3 years of tax returns

Please contact a member of our Lending Team for assistance. Thank you.

Aug 2024