Berkshire Capital Financial

Main Office:
369 Lexington Avenue, 20th Floor
New York, NY 10017
Telephone: (212) 986-9890
Facsimile: (212) 986-9863
www.BerkshireCapital.net

LOAN SUBMISSION CHECKLIST

The following list will help us to make an informed decision about your loan and respond to your request in a timely manner. Please note that as the information required may vary, depending on the characteristics of the borrower, property and transaction, it is suggested that you contact your BCF Loan Officer to discuss prior to submission.

Borrower Information:

- ☐ Loan Submission Form or completed 1003
- ☐ Three years complete personal and business income tax returns for all Borrowers/Guarantors
- ☐ Personal Finance Statement for each Principal
- ☐ Organizational documents for Borrowing Entity
- ☐ Year-to-date Profit & Loss Statement and Balance Sheet
- ☐ Tri-merge credit report for each Principal or complete BCF Credit Authorization
- ☐ Verification of all accounts/deposits listed on personal financial statement

Subject Property Information:

- ☐ Copy of Purchase Agreement, if purchase
- ☐ Copy of Current Mortgage(s), if refinance
- ☐ Color pictures
- ☐ Appraisal - if available
- ☐ Current YTD and past 3 years operating statements – certified by Owner
- ☐ Rent roll, showing unit/pad #, type/size, tenant, lease/start end date, monthly rent – certified by Owner
- ☐ Copies of all leases
- ☐ Current Property Insurance certificate
- ☐ Copy of most recent real estate tax bill
- ☐ Use of funds schedule, if cash-out refinance
- ☐ Property Management Agreement or Borrower resume if self-managed

If you have any questions concerning any of the above requirements, please contact your Berkshire Capital Financial Loan Officer to discuss. Complete submissions may be faxed to our office at (212) 986-9863 or overnighted to our Underwriting Department at the following address:

Berkshire Capital Financial
Attn: Amy Cheng
4834 N. Kenmore Ave., Suite 2S
Chicago, IL 60640