



Deal Checklist

Dear Client: Please provide the following documents (via email) so that we may prepare your loan package for acceptance by a lender. Before sending, please make sure all documents are complete, current, signed where needed by all parties. We will review your documents and let you know if there are any others we need on the front side of the loan. Keep in mind, lenders each have their own specific requirements and additional documentation may be required as we go through the loan process.

The type of lender we place your deal with changes what documents are needed. We like to gather upfront that which may be required and will not send a document to a lender unless it is on their required documents list. But for our purposes in working with you, please gather/send the following:

- Completed **OPREA Deal Summary** – available on our website.
- Current tri-merge **credit report** – full credit report with scores, current within past 30 days. You may use a report provided by another lender. We need all pages of the report.
- Valid **driver's license** – please enlarge, provide both sides. Send for each guarantor.
- Completed **loan application** – each lender has different application requirements. We will provide the loan application necessary for the lender(s) we plan to place your loan with as soon as that is determined.
- If purchase – **purchase contract** signed and executed by all parties, including addendums, copy of earnest money check. Must not be expired and should have ample time remaining to close the loan.
- Subject property **rent roll** – form available on our website if needed. Must list ALL units, occupied and vacant, as well as start/end dates of each tenant, current rents being paid.
- Subject property **tenant leases** – provide tenant leases for all units of subject property. Must match with rent roll. Leases must be current and not expired.
- **2 years plus YTD operating statements** (also known as an income/expense statement) for subject property – form available on our website if needed. These numbers are crucial in the funding of your deal, make sure they are accurate. Be sure to include current annual insurance premiums and annual property taxes. Numbers on this form are annual.
- **2 years plus YTD profit & loss** for the operating business – Only send IF your business occupies (or will occupy) the subject property.
- **Entity documents** – a checklist is available on our website. Should include Articles of Organization (from the state), Operating Agreement (must be signed and executed, and list all partners and ownership percentages), copy of original entity IRS EIN letter (sample on our website), Certificate of Good Standing (from state, showing entity is current).

- **Schedule of all Real Estate Owned (REO)** by borrower/borrowing entity.
- **2 years personal tax returns** (most recent) – Only send IF going full doc.
- **2 years business tax returns** (most recent) – Only send IF going full doc.
- **Personal Financial Statement** (for principal/all guarantors of the loan) – Only send IF going full doc.
- Current ***Certificate of Insurance*** for subject property (or quote if purchase) and insurance agent contact – this information will be updated to the new loan and it's policy requirements, per the lender.
- If refinance – **mortgage payoff letter** from existing lender(s), valid through estimated date of closing, for all outstanding mortgages.
- **Preferred title/escrow company** you wish to use and their contact information (we will order title on your behalf).
- Signed ***OPREA Broker Fee Agreement*** – will be provided to you for signature, once we have a better indication of how we will be placing the deal.

Please email the above, each as *a separate PDF document*. It is recommended you name each document as what it is/the name of your entity, before sending.

Examples: Credit – Jones Investments LLC
 Loan Application – Jones Investments LLC
 Purchase Contract – Jones Investments LLC

If you have any questions, please contact us. We appreciate your business!