



Minimum Stacking Order Debt / Equity Submission Checklist

Borrower / Principal / Sponsor Documentation

- Commercial loan application with complete schedule of real estate and all liabilities
- Signed borrower's authorization – blank
- Personal financial statement and Principal(s) resume
- Credit report – or signed credit card payment authorization form
- Pictures of subject property – interior and exterior, old appraisal, listing sheet or CMA w/photo(s) & comps; If no appraisal; SVS Finance will order after LOI acceptance
- Pay stubs, 3-6 months bank statements, 3 years tax returns
- Proof of funds, escrow receipt – if applicable, bank statement(s), brokerage account statement(s)
- Entity documents: LLC, LP, S or C Corp articles, operating agreement(s)

Subject Property Documentation

- 2 years + year to date income and expense operating statements
- Current rent roll within 30 days; copy of all leases
- Trailing 12 month income and expense operating statement
- If escrow is open; preliminary title report - If not; SVS Finance will open
- If 2nd; mezzanine or cross collateralizing; copy of note(s) on first
- If Purchase; ratified purchase contract with all addendums

Construction / Development / Rehab Project Documentation

- Executive summary, business plan with principal sponsor's resume
- Proforma including line item cost breakdown; new construction or rehab
- Soft copy plans, elevations, drawings; If land; plat maps, entitlements, lot survey
- Contractors bid(s), contractors resume

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