

Castle Funding, Inc.

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CHECKLISTS FOR COMMERCIAL LOANS

When Applying for Any Commercial Loan, Provide **ALL** the Materials Indicated Below

CHECKLIST FOR SUBJECT PROPERTY

- Complete Copies of All Leases (Can Be Received Later)
- Any Prior Appraisals or Environmental Reports, If Available
- 2007 and 2008 Income and Expense Reports for the Property (Can Use Tax Returns for Prior Years) and Current Year-to-Date Profit & Loss Statement, If Available
- Current Lease Summary
- Preliminary Title Report or Old Title Report
- Property Description
- Site Plan, If Available
- Purchase Agreement and Escrow Instructions, If a Purchase

CHECKLIST FOR BORROWING ENTITY

- Current Balance Sheet and Income Statement plus Two Years of Federal Tax Returns
- If Partnership, Copy of Partnership Agreement, LP1, and Certificate of Good Standing
- If Corporation, By-Laws, Articles of Incorporation, Resolution of Borrow, and Certificate of Good Standing
- If LLC, Formation and Other Similar Documentation as Above

CHECKLIST FOR LOAN APPLICATIONS FOR INDIVIDUALS

- Personal Financial Statement and Schedule of Real Estate, Both Signed and Dated
- If Trusts are Involved, Signed Copy of the Trust Agreements
- Any Separately Prepared Financial Statements or Schedules Must Be Signed and Dated**
- 2006, 2007, and 2008 Complete **Federal** Tax Returns Signed and Dated on Page 2 (If Spouse is Part of Borrowing Entity, Be Sure to Include His or Her Signature on 1040 Tax Returns and **Personal** Financial Statements) and W-2 Statements. If 2008 is Not Done, Provide Extension Form
- Include Copies of K-1 and 1120 Statements for All Partnerships and S-Corps Owned. If a General Partner, Include copy of 1065 Return for Past Two Years
- Copies of Last Three Months' Bank Statements for Each Bank Account
- Last Two Paycheck Stubs
- Copies of Latest Three Months' Brokerage Statements for All Investment Accounts
- Latest Copy of Pension Plan or Retirement Account Statements for Each Account
- Latest Copy of Mortgage Statement for Existing Mortgage(s)
- Copy of Personal Resume (Can Be Brief Summary, a Paragraph or Two)