

MULTIFAMILY 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 Avant Capital Loan Officer to discuss prior to submission.

*Items that are **CAPITALIZED** indicate items required for initial quote.*

Borrower Information:

- COMPLETED AND SIGNED AVANT CAPITAL MULTIFAMILY LOAN APPLICATION
- PERSONAL FINANCE STATEMENT FOR EACH PRINCIPAL/GUARANTOR
- Resumes/Experience of each Principal/Guarantor
- Three years complete personal and business income tax returns for all Borrowers/Guarantors
- Year-to-date Profit & Loss Statement and Balance Sheet
- Organizational documents for Borrowing Entity

Subject Property Information:

- CURRENT YTD AND PAST 3 YEARS OPERATING STATEMENTS
- RENT ROLL, SHOWING UNIT/PAD #, TYPE/SIZE, TENANT, LEASE/START END DATE, MONTHLY RENT
- COLOR PICTURES
- Copy of Purchase Agreement, if purchase
- Copy of Current Mortgage Statement, if refinance
- Appraisal - if available
- Copies of all leases
- Current Property Insurance certificates
- Copy of most recent real estate tax bill
- Property Management Agreement and Management Resume or self-management letter if self-managed