



**ActionOne Financial – Commercial/Multifamily Loan Application Checklist**

1. Complete and sign Commercial Loan Application
2. Complete and sign CU Management Resume
3. Complete and sign CU Financial Statement
4. Complete and sign IRS form 4506
5. Clear copy of Driver’s License
6. Clear copy of Social Security Card
7. Clear copy of green card (front/back) or proof of citizenship if not born in the U.S.
8. Clear copy of three (3) most recent bank statements, all pages for all accounts, personal and business, if applicable
9. Clear copy of most recent paystubs covering last 30 days
10. Clear copy of most recent mortgage statement and evidence of insurance (for all properties owned)
11. Clear copy of Rent Roll for subject property
12. Clear copy of Divorce or Child Support papers, if applicable
13. Clear copy of three (3) years Federal Tax Returns
14. Clear copy of W-2's & 1099's for the last two (2) years

**Please see below of entity specific documentation we may need.**

<b>Required Entity Documentation:</b>	
<b>Corporation:</b> --Articles of Incorporation (Filed with the Secretary of State) --Statement of Information (SI-200) --Corporate Resolution to borrower --Minutes of the most recent Board of Directors meeting appointing current officers (if Corporate Officers named in the Statement of information have changed)	<b>Limited Liability Company</b> --Articles of Organization (LLC-1) and any amendments --Statement of Information (LLC-12) --Executed Operating Agreement
<b>Trust:</b> --Copy of Title pages, powers pages and all signature pages --Copy of all/any amendments	<b>Partnership:</b> --Partnership Agreement --Recorded Certification of Partnership --Recorded LP-1 Statement (For LLP only)

