



1359 W. Washington Blvd. • Chicago, IL 60607-1905
(312) 726-8814 • (800) 326-8814 • Fax (312) 726-5349

www.patrolmensfcu.org

Documentation Checklist Refinance Commercial Mortgage

- ___ Copies of the most recent loan statement from existing lender.
 - ___ Copy of existing insurance coverage listing the agent's name and contact information.
 - ___ Copy of the purchase contract.
 - ___ Copy of any recent appraisals.
 - ___ Copy of any environmental studies completed on the property.
 - ___ If held in a land trust, provide 3 certified copies of the Trust Agreement.
 - ___ Recent Title Policy on the property.
 - ___ Certified copy of the land survey.
 - ___ Flood certificate, if located in a flood plain.
- If the property is income producing, please also provide
- ___ Rent roll
 - ___ Operating statement on the property and copy of tax return Schedule E
 - ___ Copies of all leases
- ___ Complete copies, including all schedules, of the last three (3) federal tax returns for your company and accountant prepared statements, if available.
 - ___ Your company's current interim statements, including a balance sheet and an operating statement, and comparative statements from the prior year for the same period.
 - ___ Complete signed and dated personal financial statement(s) on our form for all owners of the company. (Please include copies of your account statements detailing all material assets and liabilities.) *This form is available on Chicago Patrolmen's Federal Credit Union's website.*
 - ___ Complete copies of the last three (3) years of personal federal tax returns, including all schedules, for all owners of the company.



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- ____ Signed tax disclosure, 4506-T, for all taxable entities (the business and all owners submitting tax returns). *This form is available on Chicago Patrolmen's Federal Credit Union's website.*
- ____ Any available marketing materials for your company.
- ____ Biography or resume on owners.
- ____ Three months of business account analysis statements providing detail on existing deposit accounts, loans, and fees.
- ____ A current accounts receivable and accounts payable aging.
- ____ A budget and projections detailing anticipated cash flow, when available.
- ____ All relevant corporate documentation including articles of incorporation (for corporations), certificate of good standing, certificate of incumbency of corporate officers, partnership agreement (for partnerships), and operating agreement (for LLCs).