



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.*



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- Complete copies of the last three (3) years of personal federal tax returns, including all schedules, for all owners of the company.
- 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).