

## Purchase & Rehab Loan Document Checklist

### ENTITY/GUARANTOR INFORMATION

- Experience Worksheet/Schedule of Real Estate\*
- Borrower Information and Credit-Background Check Authorization Form (complete online [here](#))
- Articles of Organization/Incorporation
- Operating Agreement/Bylaws
- Current Year Annual Registration/Certificate of Existence/Good Standing
- EIN page from the IRS (or fill out [this W9](#) instead)
- Copy of Driver's License (for all entity owners/members)
- Most Recent 2 months of Bank Statements (all pages even if they are blank)

### PROPERTY/PROJECT INFORMATION

- Scope of Work (SkyBeam budget worksheet\*, contractor quotes, drawings, etc.)
- Executed purchase agreement (payoff statement if refinancing; past HUD if bought within 12 months)
- Property Photos (Dropbox folder or listing link with photos of each interior room & all 4 exterior sides)
- Copies of any existing appraisal, survey, environmental assessment, etc.
- Copies of any existing permits or permit applications
- If tenant occupied:
  - Copy of Lease
  - Completed and signed estoppel agreement (with SSN)\*
  - If tenant has an option to purchase, they must sign a subordination agreement

\* These items can be downloaded from <http://www.skybeamcapital.com/resources>.