

## Transactional Funding Document Checklist

### BUSINESS ENTITY INFORMATION

- 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)

### PROPERTY/CLOSING INFORMATION

- Fully Executed A-B Contract (with all Addenda if applicable)
- Fully Executed B-C Contract (with all Addenda if applicable)
- Closing attorney contact information
- Expected closing date
- From closing attorney:
  - A-B and B-C Preliminary HUD-1/ALTA Closing Statements
  - Title Report

