

# Paul E Stansen

Independent Realtor-Broker ▪ 888-529-6632 ▪ Attorney

December 1, 2019

CALL / EMAIL FOR AN INITIAL **FREE** LOAN REVIEW

**To Formalize the Application Process, provide:** (processing fees apply):

#### 4. Business information

- Legal business name, physical address, contact information
- Ownership type - corporation, LLC, Trust, or describe
- California Secretary of State:
  - Ownership documentation – Articles of Incorporation, Operating Agreement, Trust .. whatever applies
  - Filed documentation with Secretary of State - statement of information, etc.
- Same as above but from State where Owner is a registered business
- Business tax identification or Social Security number
- Specific Owner composition
  - Name of person/s vested with decision-making authorization
  - Email, Phone, mailing address
  - Name/s of Other Owners

#### 5. Current market value and condition of property

- Preliminary Title Report (COST)
- CMA REPORT - COMPS Recent Sales and Active Listings supporting FMV
- Actively bound insurance declaration pages
- Property Photographs (COST)
- Physical Inspection Report
- Environmental Questionnaire (if applicable) (COST)
- Operating licenses & permits for special purpose properties

#### 6. Underwriter's required documentation

- From EACH/ALL vested owners in business
  - Statement of Information
  - Financial Statement
  - Credit Report
  - Owner's most recent **TWO** BUSINESS FED TAX returns
  - Owner's most recent **TWO** PERSONAL FED TAX returns
  - Owner, signed / dated, IRS Form 4506
  - **Schedule K-1** - For all business entities reported on SCH E, Part 2 for the same 2 years as the tax returns provided

\*\* If current year returns have not been filed, provide Fiscal Year-End Statement for most recent year end (Company or CPA prepared). If an extension has been filed, provide copy of that documentation. Provide contact information for ALL CPAs involved in tax return preparation along with signed authorization to speak with me.

- Most recent Appraisal – if available or request from whomever last lent money on property
- NEW Appraisal (if engaged to submit to lenders) (COST)
- Tenants
  - Rent Roll – FORM; Tenant Leases; Tenant Estoppel Certificates (if engaged to submit to underwriting)
- For-**owner-occupied loans** (Owner's business occupies 51%, or more, of the collateral property):
  - Business Debt Schedule

\*\*NOTE: If any portion of owner-occupied property is leased, the three documents listed below under "investor loans" are also required.

- For **investor loans** (collateral property <51% owner-occupied), these 3 items are required for collateral investment property:
  - Rent roll (PDF) (must be current)
  - Lease agreements (must be current and include signature page)
  - Property Operating Statement (PDF)

---

1187 Coast Village Road # 1-701, **Montecito**, CA 93108 ▪ 26500 Agoura Road # 545, **Calabasas**, California 91302

Office **888-529-6632** | Fax 818-332-4238 - [www.STANSEN.com](http://www.STANSEN.com) ▪ [PAUL@STANSEN.COM](mailto:PAUL@STANSEN.COM)

**Attorney** CO 13821 ▪ SBC# CA 165037 - **Broker** DRE# CA 00923138 ▪ CO 100078181

If your property is currently listed for sale this is not intended as a solicitation. We do not solicit the offerings of other brokers.