

## COMMON DOCUMENTS

A list of some common documents lenders require in order to close a loan follows. You'll notice that what is needed for a construction or rehabilitation loan is more extensive than what is needed for the acquisition of a building only. Work with your lender to determine exactly what documentation is required for your project.

### Acquisition Only

- Lender application
- Credit check authorization
- Financial statements and organizational documents  
(if a partnership or LLC is involved)  
Proof of insurance (title and building)
- Real estate tax confirmation
- Title report
- Copy of purchase and sales agreement
- Certified rent rolls
- Executed leases
- Management agreement
- Permanent certificate of occupancy and certificate  
of completion
- Appraisals (these must have taken place in the past year)
- Engineering and environmental reports



*For construction and rehabilitation loans, there is also a construction monitoring process with its own set of documents. Monitoring occurs throughout the term of these types of loans. See the Construction and Rehabilitation phase for greater detail.*

*In addition to the list above, a rehabilitation or new construction project will require:*

- Architect plans and specifications
- Architect drawings
- Architect professional liability insurance
- General contractor financial statement
- Building permits or department-approved plans, or both
- Evidence of municipal site plan approval

Use the space below to note any additional items outlined in your commitment letter:

---

---

---

---

---