

COMMERCIAL LOAN CHECKLIST

COX Capital Group
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New York NY 10022
(212) 232-0032
info@coxcapgroup.com
Date:

Project Name:	Project Address:
Banker Name:	Banker Tel:
Broker Address:	
Applicant Name:	Address:

BUSINESS INFORMATION

Submitted		Item
yes	no	Fully completed Commercial Loan Application with original signatures - <i>required</i>
yes	no	Property Information Form - <i>if applicable</i>
yes	no	Recent MAI Appraisal of property - <i>required</i> ; if no, explain:
yes	no	Federal Tax Returns for Business, including all schedules, <u>last 3 years</u> – <i>if applicable</i>
yes	no	Business Income & Expense Statement, <u>last 3 years</u> – <i>if applicable</i>
yes	no	Cash Flow Statement – <u>last 3 years</u> for existing business; projected for loan term - <i>required</i>
yes	no	Balance Sheet for business – <u>last 3 years</u> – <i>if applicable</i>
yes	no	Current Rent Roll Form & Rental Agreements (if applicable)NA
yes	no	Photographs of property: front, rear, side, street scenes, inside – <i>if applicable</i>
yes	no	Business Plan for Project NA
yes	no	Schedule of Real Estate Owned NA
yes	no	Commercial Property: copy of current leases, Estoppels NA
yes	no	Business Debt Schedule - <i>required</i>
yes	no	Business History - <i>required</i> :
yes	no	Environmental Questionnaire NA
yes	no	Copy of Leases if Tenants Occupy Property NA

PRINCIPALS' INFORMATION (All Principals/Applicants/Guarantors)			
Submitted		Item	
yes	no	Federal Tax Returns, with all schedules, last <u>3 years</u> - <i>required</i>	
yes	no	Proof of Funds for Down Payment – from bank (Verification of Deposit) - <i>required</i>	
yes	no	Personal Financial Statement - <i>required</i>	
yes	no	Recent Credit Report (Tri-merge)	Date of Report: - <i>required</i>
yes	no	Schedule of Real Estate Owned	NA
yes	no	Resume - <i>required</i>	
yes	no	Personal Guarantor Form NA	
yes	no	Borrower's Certification & Authorization NA	
yes	no	Credit Information Disclosure Authorization NA	
yes	no	Purchase Agreement with Business Owner (if applicable)	NA

APPLICANT PREFERRED TERM LIMITS (<i>completed by Applicant</i>)	
Maximum Interest	%
Minimum Amortization	years
Preferred Term	years
Maximum Cash Available	\$

NOTES: 1 Please provide all items followed by “- required.” **Bold forms are on the COX website.**

2 If an item is not applicable (“NA”), check that box.

3 Applicant may submit his/her own forms that fulfill the intended purpose – except for **this Checklist, Commercial Loan Application, and Property Information Form.**