

## Document Submission Checklist

Borrower(s): \_\_\_\_\_

Address (of property to be financed): \_\_\_\_\_

### Prequalification Items:

1. \_\_\_\_\_ Credit Authorizations for all individuals
2. \_\_\_\_\_ If employed, two most recent paystubs
3. \_\_\_\_\_ Personal Financial Statement for all individuals
4. \_\_\_\_\_ Tax Returns for the last two years (both personal and corporate, if applicable)
5. \_\_\_\_\_ Corporate officers names and title, if applicable
6. \_\_\_\_\_ Tax ID/EIN, if applicable
7. \_\_\_\_\_ Articles of incorporation, or partnership/business agreement, if applicable
8. \_\_\_\_\_ Corporate bylaws, if applicable
9. \_\_\_\_\_ Corporate owners names and percent of ownership, if applicable

### Needed Prior To Commitment

10. \_\_\_\_\_ Executed Agreement of Sale with all endorsements or copy of deed
11. \_\_\_\_\_ Property Inspection Report
12. \_\_\_\_\_ Financial Analysis Form
13. \_\_\_\_\_ Contractor Work Estimates, major items only, if applicable

### Needed Prior To Close

14. \_\_\_\_\_ Signed commitment letter from Mayo Bay
15. \_\_\_\_\_ Termite Certificate, if available
16. \_\_\_\_\_ Certificate of Occupancy, if needed
17. \_\_\_\_\_ Other building certificates and permits, as needed
18. \_\_\_\_\_ Home Inspection Report, if needed
19. \_\_\_\_\_ Copy of all leases, if needed
20. \_\_\_\_\_ Copy of appraisal (Mayo Bay to obtain)
21. \_\_\_\_\_ Title report listing Mayo Bay Capital, Ltd. as Mortgagee (Mayo Bay to obtain)
22. \_\_\_\_\_ Closing protection letters
23. \_\_\_\_\_ Notice of Settlement (date, time, location)
24. \_\_\_\_\_ Title company wiring instructions (bank, ABA#, account#)
25. \_\_\_\_\_ Insurance binder with Mayo Bay Capital, Ltd. listed as Mortgagee
26. \_\_\_\_\_ Power of attorney, if applicable
27. \_\_\_\_\_ \_\_\_\_\_
28. \_\_\_\_\_ \_\_\_\_\_

### Legend:

O = Needed by lender, please submit promptly; N/A = Does not apply; X = Received by lender

### Internal Checklist

_____ Credit report	_____ Pulled and in file
_____ Preliminary inspection ordered	_____ Received and in file
_____ Commitment letter sent	_____ Received and in file

Settlement date, time and location \_\_\_\_\_