

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 _____



MayoBayCapital

Rehab-Spec Funding For Real Estate Investors

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www.MayoBay.com
info@MayoBay.com

Credit Authorization Form

(One needed for each borrower)

Name _____

Social Security Number _____

Date of Birth _____

Address _____

I hereby authorize and request that Mayo Bay Capital, Ltd., its successors and/or assigns to run credit reports and check background references on me in relation to a mortgage loan request. This mortgage loan is in relation to a property I own or intent to purchase located at:

If credit is extended to me, this authorization shall survive and be valid for the entire term of the loan and any extension, renewals and modifications thereof. During the life of the loan, the lender may from time to time run credit reports on me as the lender deems necessary to monitor and evaluate the loan, and update lender records. Accepted and agreed:

Signature

Date

Personal Financial Statement

As of _____

Borrower		Co-Borrower	
Assets		Liabilities	
Cash in bank	_____	Owed on credit cards	_____
Stocks and bonds	_____	Unsecured loans	_____
IRAs,401Ks, etc.	_____	Personal residence 1 st mortgage	_____
Value of personal residence	_____	Personal residence 2 nd mortgage	_____
Value of other real estate (attach a real estate owned schedule)	_____	Other real estate mortgages (attach a real estate owned schedule)	_____
Automobiles	_____	Auto loans	_____
Other assets	_____	Other liabilities	_____
Total Assets	_____	Total Liabilities	_____
		Net Worth (Total assets minus total liabilities)	_____

The information contained in this statement is provided for the purpose of obtaining or maintaining credit with you on behalf of the undersigned, or persons, firms or corporations in whose behalf the undersigned may either severally or jointly with others, execute a guaranty in your favor. Each undersigned understands that you are relying on the information provided herein (including the designation made as to the ownership of property) in deciding to grant or continue credit. Each undersigned represents and warrants that the information provided is true and complete and that you may consider this statement as continuing to be true and correct until a written notice of a change is given to you by the undersigned. You are authorized to make all inquiries you deem necessary to verify the accuracy of the statements made herein and to determine my/our credit worthiness. You are authorized to answer questions about your credit experience me/us.

 Signature: borrower

 Signature: Co-borrower

Schedule of Real Estate Owned

Name _____

Date _____

Property Street Address			City, State, Zip			Name Property Titled In		
% Owned	# of Units	Year Purchased	Original Cost	Current Value	Gross Monthly Rents	Total Outstanding Mortgages	1 st Mortgage Monthly Payment (P&I)	Other Mortgage Monthly Payment (P&I)

Property Street Address			City, State, Zip			Name Property Titled In		
% Owned	# of Units	Year Purchased	Original Cost	Current Value	Gross Monthly Rents	Total Outstanding Mortgages	1 st Mortgage Monthly Payment (P&I)	Other Mortgage Monthly Payment (P&I)

Property Street Address			City, State, Zip			Name Property Titled In		
% Owned	# of Units	Year Purchased	Original Cost	Current Value	Gross Monthly Rents	Total Outstanding Mortgages	1 st Mortgage Monthly Payment (P&I)	Other Mortgage Monthly Payment (P&I)

If you have additional properties please duplicate and attach.



Property Inspection Report

Property Address: _____

Prepared By: _____ Date: _____

Condition	Poor	Fair	Good	Comments	Estimated Cost of Repairs
1) Grounds					
a. Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
b. Patio/Deck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
c. Pool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
d. Driveway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
e. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2) Exterior					
a. Foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
b. Roofing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
c. Wood Exterior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
d. Siding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
e. Porches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
f. Garage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
g. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
h. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
3) Interior					
a. Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
b. Carpeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
c. Hardwood Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
d. Walls & Ceilings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
e. Bedroom #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
f. Bedroom #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
g. Bedroom #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
h. Bedroom #4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
i. Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
j. Bathroom #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
k. Bathroom#2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
l. Dining Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
m. Family room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
n. Den	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
o. Attic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
p. Basement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
q. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
r. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____



Sellers Information

We will contact the seller to set up an interior inspection. The inspection must be completed before we can submit the file for approval.

Seller: _____

Address: _____

Telephone Number(s): _____

Is this an arm's length transaction between buyer and seller: _____

Are there any Realtors® involved in this transaction for the buyer or seller?

Seller's Realtor: _____

Agency: _____

Telephone Number(s): _____

Buyer's Realtor: _____

Agency: _____

Telephone Number(s): _____

If there are not any Realtors please explain how you came across this deal and what is the relationship with the seller.



Renovation Draw Authorization Request

Borrower Name: _____

Phone: _____ Lock Box Combo: _____

Property Address: _____

Amount of Request \$_____ Percentage of Rehab Completed _____ %

(Amounts must match the commitment letter draw schedule). If the number of inspections goes beyond original commitment draws you will be assessed a re-inspection fee for each additional inspection/draw.

This draw request is for the following completed items:

Signature

Date

Please fax this request to 866-460-9989. The property inspector will fill in the section below.

Inspector:

Date:

Comments:

