

RESIDENTIAL LOAN PACKAGE SUBMISSION CHECKLIST

Trevana Properties, LLC has the ability to fund transactions quickly; however, the ability to fund transactions quickly is dependent upon the organization of the borrower/property information. In order to speed up the process of funding your loan transaction, please submit all of the following information with your completed application. For certain transactions additional information may be requested.

- ☐ Executive Summary
- ☐ Residential Loan Application
 - Schedule of Real Estate Owned
 - Zero Tolerance/ Fraud Policy
- ☐ Business Entity Documentation
 - Articles of Incorporation/Organization
 - Bylaws or Operating Agreement
 - Federal EIN Verification
- ☐ Valid Photo ID
- ☐ Social Security Number
- ☐ Bank Statements – Last 2 months/ All accounts – All Pages
- ☐ Retirement Accounts
- ☐ Last Year's Tax Return (filed)
- ☐ Current lease agreement(s) - if applicable
- ☐ Complete and executed Purchase and Sale Agreement, if applicable
 - Copy of Earnest Deposit
- ☐ Scope of Work with Draw Schedule
- ☐ Contractor Bids
 - Need copy of Contractor License and Insurance
- ☐ Preliminary Title Report
 - Need Contact information
- ☐ Hazard Insurance Binder
 - Covering the property and loan
 - Need Contact Information
- ☐ Broker Agreement