



# CALIFORNIA COMMERCIAL CAPITAL

## COMMERCIAL REAL ESTATE LOAN

### DOCUMENTS LIST

This checklist has been provided to assist you in gathering the necessary information for your commercial real estate loan request. Forms are provided for items 4,6,7,11,12,13

1. ***Executive Summary and Cash-Flow Analysis***-prepared by the loan agent
2. ***Most Recent Credit Report***
3. ***Copy of last paycheck, if Wage Earner***
4. ***Personal Financial Statement*** Complete this form for each (1) proprietor, or (2) general partner, or (3) LLC member, limited partner or stockholder owning 20% or more of the company, or (4) any person providing a guaranty (spouses must sign and date)
5. ***Most Recent Mortgage Statement*** if this is a refinance transaction
6. ***Current Rent Roll***
7. ***YTD Operating Expense Statement***-dated within 45 days
8. ***Business Federal Tax Returns*** -- last three years, include all K-1 forms and schedules if self-employed
9. ***Interim Financial Statements from the Borrower's Business, If Self- employed*** -- dated within 45 days
10. ***Personal Tax Returns*** -- last three years, including all K-1 forms and schedules for each individual referred to in #4 above
11. ***Real Estate Schedule***
12. ***Commercial Lease Summary***

### **13. Commercial Real Estate Application**

**If loan application is approved, the following information may also be required:**

- i. Copy of Partnership Agreement OR
- ii. Copy of Articles of Incorporation and Corporate By-Laws
- iii. Copy of current leases
- iv. Copy of Purchase Agreement
- v. Escrow Instructions
- vi. Leases
- vii. Evidence of Insurance
- viii. Other documents may be needed