

RRDL Application Checklist

Before mailing application, please make sure all of the following items are in the envelope:

- Completed application and all support documents.
- Financial Documents – for Sole Proprietor, Partnership, LLC, or Non-profit

IF BORROWER IS AN INDIVIDUAL OR INDIVIDUALS, YOU WILL NEED;

- Personal financial statement (PFS) for individual borrowers (signed and dated within the past 6 months).
- Two years of personal tax returns, including K-1's.
- Personal credit report from one of the 3 large, national credit bureaus.
- Copy of Driver's License

IF BORROWER IS A CORPORATION, LLC, LLP OR LP, YOU WILL NEED;

- Two or more years of accountant prepared financial statements for corporations, LLC's, LLP's, or LPs.
- Two years of tax returns for the borrowing entity.
- Copy of Articles of Incorporation and Bylaws

IF BORROWER IS A NON-PROFIT OR GOVERNMENTAL AGENCY, YOU WILL NEED;

- Two or more years of audited financial statements for governmental entities and nonprofits.
- Two years tax returns for the borrowing entity

- Applicant Certificate of Environmental Issues (form provided)
- Evidence of Site Control (Copy of Warranty Deed, Contract for Deed, Purchase Agreement, etc.)
- Proof of Property Value – Property Tax Statement
- Letters of Consent from Senior Lien Holders (sample letter provided)
- Zoning Letter – (sample attached)
- Copy of all Senior Mortgages
- Property Operating Budgets for last 2 years
- Previous 6 months Rent Rolls
- Copy of Current Lease
- Application fee – Application fee is \$100/unit.