

INITIAL DOCUMENTATION CHECKLIST

- 1. Loan Application*
- 2. Letter of Experience & Explanation*
- 3. Investor Portfolio & Schedule of Real Estate Owned*
- 4. Credit Card Authorization Form (\$295 for BPO)*
- 5. 2 months most recent Bank Statements- all pages w/ name & account # visible
- 6. Copy of valid ID (Driver's License or Passport)
- 7. LLC / Corporation Documentation (*If holding title in Entity*)
 - a. Articles of Organization/ Incorporation
 - b. Operating Agreement/ Bylaws
- 8. Insurance declaration page- ask your AE about policy requirements
- 9. If purchase transactions- provide fully executed, valid purchase contract
- 10. If refinance transactions- provide payoff demand or mortgage statement
- 11. If Property requires rehab- provide rehab bid/itemized list of work with associated costs
- 12. If property is currently leased, provide...
 - a. Executed lease agreement(s)
 - b. Rent Roll and P&L Statement (If multi-unit)

Item is included in the **Submission Package. If e-signing any documents, must be a verified e-signature through a service such as Adobe or DocuSign.*

IMPORTANT NOTES:

- The loan that you are applying for is strictly for the purchase or refinance of a non-owner occupied, investment property.
- ACH (Automatic Payments) is required. ACH enables you to electronically & automatically make your mortgage payments directly from your checking or savings account.
- Impound account for Taxes & Insurance on 2 & 4 year loan terms.
- All loans are fixed rate with interest only payments.
- Balloon payment due at end of loan term.

LOAN APPLICATION

BORROWER/ AUTHORIZED SIGNOR INFORMATION

Name: _____

Primary Residence Address: _____

City: _____ State: _____ Zip Code: _____

Do you Own or Rent your Primary Residence: Rent Own # of Years at Primary Residence? _____

Mailing Address (if different from primary residence): _____

Primary Phone #: _____ Secondary Phone #: _____

Email Address: _____

Self-Employed: Yes No

Date of Birth: _____

Employer Name: _____

Social Security #: _____

Employer Address: _____

CO-BORROWER/ AUTHORIZED SIGNOR INFORMATION (if applicable)

Name: _____

Married to Borrower? Yes No

Primary Residence Address: _____

City: _____ State: _____ Zip Code: _____

Do you Own or Rent your Primary Residence: Rent Own # of Years at Primary Residence? _____

Primary Phone #: _____ Secondary Phone #: _____

Email Address: _____

Self-Employed: Yes No

Date of Birth: _____

Employer Name: _____

Social Security #: _____

Employer Address: _____

DECLARATIONS/QUESTIONNAIRE

Please check YES or NO for each of the following questions

	Borrower		Co-Borrower	
	Yes	No	Yes	No
Are there any outstanding judgments against you?				
Have you been declared bankrupt within the last seven (7) years?				
Have you or any other entity of which you were/are a principal been in foreclosure or had any property that was foreclosed upon?				
Are you party to a lawsuit?				
Are you presently delinquent on any federal debt or any other loan, mortgage, financial obligation, bond, or loan guarantee?				
Are you obligated to pay alimony, child support, or separate maintenance?				
Have you ever been convicted of a felony?				
Are you a US Citizen?				
Are you a permanent resident alien?				
Do you intend to occupy the property as your primary residence?				

SUBJECT PROPERTY INFORMATION

Subject Property Address: _____

City: _____ State: _____ Zip: _____

Number of Units: _____ Monthly Rental Income (if leased): \$ _____

Occupancy: Leased Vacant Property Type: _____

Cross-Collateralization: Yes No If YES, # of Properties: _____

PROVIDE ALL ADDRESSES IN SEPARATE SPREADSHEET

LOAN REQUEST INFORMATION

Transaction Type: Purchase Rate & Term/Refinance Cash-Out Refinance

Purchase Price (or property value if refi): _____

Loan Amount Request: _____

Loan Term Request: 1 year 2 years 4 years

If this is a Rate & Term or Cash-Out Refinance, please complete the following:

Current Debt on Property \$: _____ Original Cost \$: _____

Year Acquired: _____ Amount of Rehab Completed (if any) \$: _____

BORROWER/ ENTITY INFORMATION

Title Will Be Held in What Name(s): _____

Type: Personal Name LLC Corporation Limited Partnership

BORROWER/SIGNOR FINANCIALS

VALUE

VALUE

Estimated Total Annual Income:	\$	Borrower's Estimated Current Liquid Assets: <small>(cash or can be converted to cash within 30 days)</small>	\$
Cash In Bank:	\$	Real Estate Owned:	\$

INTERIOR ACCESS CONTACT INFORMATION FOR SUBJECT PROPERTY

Contact Name: (or lock box #)		Phone #:	
Relationship:		Email:	

ESCROW/CLOSING COMPANY INFORMATION

Escrow/Closing Company:		Phone #:	
Escrow/Closing Officer:		Email:	

INSURANCE COMPANY INFORMATION (OPTIONAL)

Insurance Company:		Phone #:	
Insurance Rep Name:		Email:	

NON-OWNER OCCUPANCY DISCLOSURE

I (“Borrower”) certify and represent to Lender (“Originator”) as follows:

I hereby declare that I have no intention of making the Property (Subject Property listed in my Loan Application) my principal residence.

Additionally, I declare that I have no intention of utilizing the Property as a second home and or any surviving spouse or family member shall live in the Property. I understand that this loan is a business purpose loan.

Borrower understands and represents they understand the difference between a consumer loan for personal purposes and a commercial loan for business purposes. Borrower represents that this loan is not a consumer loan and therefore is not subject to any laws relating to consumer loans under any state or federal laws.

I realize the lender, broker, assignees and successors rely upon this information. I declare under penalty of perjury the foregoing is true and correct.

AUTHORIZATION TO CONDUCT CREDIT AND BACKGROUND CHECK

By signing this form you are authorizing the Lender to conduct a background and credit check on you.

I understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this mortgage, as applicable under the provisions of Title 18, United States Code, §1014. I also understand that the Lender intends to use the data obtained through the investigation for due diligence purposes only, and shall not disclose such information to any other party.

BORROWER CERTIFICATION

I (Borrower) realize the lender, broker, assignees and successors rely upon this information. I declare under penalty of perjury the foregoing is true and correct.

Entity/Company Name (If Applicable)

Borrower/Authorized Signor Name (Print)

Borrower/Authorized Signor Signature

Date

Co-Borrower/Authorized Signor Name (Print)

Co-Borrower/Authorized Signor Signature

Date

LETTER OF EXPERIENCE & EXPLANATION

1. What type of loan are you requesting?

- Purchase Rate & Term Cash-Out/Refinance

2. How many residential investment property projects have you had controlling interest in? _____

3. How many residential investment properties have you acquired in the last 36 months? _____

4. What is your plan for this property?

- Fix & Flip Rental Bridge Other (please explain below)

5. Explain your investment strategy for this property in detail.

6. If Fix and Flip, what do you anticipate your hold time to be? _____ Months

7. If rental property, the monthly rental income is/will be \$ _____

8. What is your exit strategy and how do you intend to repay this loan?

- Sell Property Refinance Other (please explain below)

9. If Cash-Out/Refinance, how do you intend to use the cash-out proceeds?

10. Do you intend to rehab or upgrade the subject property? YES NO

If YES, what do you estimate your construction/rehab/upgrade costs will be? Please explain the scope of work. (If costs exceed \$10,000, please provide a rehab bid/outlined scope of work with submission).

BORROWER CERTIFICATION

I (Borrower) realize the lender, broker, assignees and successors rely upon this information. I declare under penalty of perjury the foregoing is true and correct.

Entity/Company Name (If Applicable)

Borrower/Authorized Signor Name (Print)

Borrower/Authorized Signor Signature

Date

Co-Borrower/Authorized Signor Name (Print)

Co-Borrower/Authorized Signor Signature

Date

INVESTOR PORTFOLIO & SCHEDULE OF REAL ESTATE OWNED

Borrower/Authorized Signor Name (Print)

CURRENT SCHEDULE OF REAL ESTATE OWNED (OR PROVIDE IN A SEPARATE SPREADSHEET)

	Address	City	State	Zip	Vested on Title As	PR: Primary Residence R: Rental Property S: Subject Property F: Fix & Flip Property	Type of Property	Present Market Value	Amount of Mortgage & Liens	Mortgage Payments	Insurance Maintenance, & Taxes	Net Rental Income
1												
2												
3												
4												
5												

5 MOST RECENT REAL ESTATE PROJECTS/TRANSACTIONS

	Address	City	State	Zip	Vested on Title As	Purchase Date	Purchase Price	Investment Type	Monthly Income <i>(if applicable)</i>	Rehab Cost	Sale Date	Sale Price
1												
2												
3												
4												
5												

CREDIT CARD PAYMENT AUTHORIZATION FORM

Sign and complete this form to authorize Civic Financial Services to make a debit to your credit card listed below for property valuation services. By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a debit, and does not provide authorization for any additional unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I, _____ authorize Civic Financial Services to charge my credit card account indicated
(Full Name)

below for \$295 on or after _____
(Amount) (Date)

This payment is for Property Valuation Services
(Description of Services)

Billing Address _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Account Type: Visa Master Card AMEX Discover

Cardholder Name _____

Card Number _____ Expiration Date _____

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

Signature _____ Date _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the services described above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

This is not a commitment to lend. Restrictions may apply. LTV limits are based on current, accurate appraised value. Civic Financial Services, LLC reserves the rights to amend rates and guidelines. All loans are made in compliance with federal, state and local laws. Civic Financial Services, LLC, is a department of business oversight lender with DBO License# 6031321. Civic Financial Services, LLC., is an equal opportunity lender. Civic Financial Services, LLC. 2015 Manhattan Beach Blvd, Suite 106, Redondo Beach, CA 90278. DBO 6031321 | NMLS 1099109 © 2017 All Rights Reserved