

REAL ESTATE AND MOBILE HOME LOAN DOCUMENTATION CHECKLIST

GENERAL DOCUMENTS	Required	Received
Application	✓	✓
Consumer Credit Scoring		✓
Over-ride Memo		✓
Home Loan Disclosure		✓
Loan Memo/Approval	✓	✓
Note/Loan Agreement	✓	✓
Letter of Credit Appl / Agr.		✓
Letter of Credit		✓
Consumer Security Agreement		✓
Commercial Security Agreement		✓
Itemization	✓	✓
Individual Guaranty	✓	✓
Corporate Guaranty		✓
Borrowing Resolution *		✓
Articles of Organization *		✓
Corporate Bylaws *		✓
LLC Operating Agreement *		✓
Certification/Unanimous Written		✓
Consent of Members		✓
Certificate of Good Standing *		✓
for above * What State?		✓
Financial Statement(Date)		✓
Tax Returns-years		✓
Credit life certificate		✓
Business Purpose Statement**		✓
Line of Credit Agreement	✓	✓
Restrictive Covenants		✓
MOBILE HOMES		
Hoepa testing		
Title application		
Power of Attorney for title		
Dealer applied for title		
Right of Recission		
Flood Determination		
Insurance Binder/Policy		
Landlord's Waiver		
Waiver of Homestead Exemption		
Title- 1990 and later		
UCC- 1989 and older		
Right to Receive copy Appraisal		
HMDA Info		
Appraisal/Sales Invoice		
M.Home with R/E same as M.Home Ln & add:		
Good Faith Estimate		
Early Truth in Lending		
Servicing Disclosure		
Mortgage		
Assignment of Rents & Leases		
HELOCS		
Early Disclosure for Plan		
Home Mortgage Disclosure		
Booklet		
HELOC Line of Credit Agreement		
Addendum to HELOC Agreement		
HELOC Mortgage		
Assignment of Rents and Leases		
Right of Recission		
Right to Receive Copy of Appr		
Notice to Sr Mortgagee		
Verification of 1st Mtg Balance		
Appraisal/In-House Evaluation		
Waiver of Homestead Exemption		
Hazard Insurance		
Flood Insurance		
Flood Determination		

Note: ** Commercial Loans to Individuals need Business Purpose Statement

Commercial RE (Non Residential)	Required	Received
Mortgage	Renewal	
Assignment of Rents & Leases	"	"
Preliminary T.O./Commitment	"	"
by:		
Final T.O./Title Policy	"	"
By:		
Appraisal/In-House Evaluation	"	"
By:		
Appraisal Review		
UCC-1 Fixtures		
Verification of 1st Mtg Balance		
Notice to Sr Mortgagee		
Hazard Insurance		
Flood Insurance		
Flood Determination	"	"
Environmental Insurance		
Phase I		
Risk Assessment Questionnaire		
Hud 1/Hud 1A		
Landlord's Waiver		
Survey		
Commercial Construction (items above plus:)		
Builder's Risk Insurance		
Construction Agreement		
RESIDENTIAL REAL ESTATE		
Mortgage		
Assignment of Rents & Leases		
Preliminary T.O./Commitment		
By:		
Final Title Opinion/Policy		
By:		
Appraisal/In-House Eval & Review		
By:		
Verification of 1st Mtg Balance		
Notice to Sr Mortgagee		
Hazard Insurance		
Flood Insurance		
Flood Determination		
Hoepa Testing		
HMDA Supplemental Form		
Settlement Cost Booklet		
Servicing Disclosure		
Waiver of Homestead Exemption		
Early Truth in Lending		
Right of Recission		
Good Faith Estimate		
Home Mortgage Disclosure		
Landlord's Waiver		
Hud 1/Hud 1A		
Survey		
Consumer Construction (items above plus:)		
Builder's Risk Insurance		
Construction Agreement		
OTHER		
FHLB Form		
HMDA Input Form		
Borrowers: Name	Account #	
Gateway Centre, LLC		
Form completed by:	72434956-10	
Carl A. Kelley		

(form revised 10-14-10)