



Complete Commercial Loan Document Checklist

What Every Borrower Needs to Apply for a
Commercial Real Estate Loan





BUSINESS & PERSONAL FINANCIALS

These help lenders assess your business viability and personal financial backing.

Document	Why It Matters	Who to Ask
Profit & Loss Statements (YTD + 3 years)	Shows income vs. expenses; used to calculate debt serviceability (DSCR).	Your accountant
Business Tax Returns (3 years)	Verifies reported income and financial trends.	Your accountant
Personal Tax Returns (3 years)	Confirms personal income and helps support the loan if needed.	Your accountant
Personal Financial Statement	Gives a snapshot of your net worth and liquidity.	Use our PFS template
Balance Sheet (current)	Shows assets, liabilities, and equity of your business.	Accountant or bookkeeper
Resume / Professional Bio	Shows your business or investment experience.	Self-prepare or reuse prior resume



PROPERTY INFORMATION

These documents relate to the property you're buying or refinancing.

Document	Why It Matters	Who to Ask
Purchase Agreement (if applicable)	Required for loan underwriting and closing.	Your realtor or seller
Rent Roll	Details lease terms and income for income-producing properties.	Property manager
Lease Agreements	Proof of current leases for underwriting and rent income verification.	Seller or property manager
Offering Memorandum (optional)	Helps visualize and understand the property's value.	Listing broker
Photos / Sales Package	Supports appraisal and loan submission.	Realtor or listing agent

LEGAL & ENTITY DOCS

These show business legitimacy and legal structure.

Document	Why It Matters	Who to Ask
Articles of Incorporation / LLC Agreement	Validates entity structure.	Secretary of State filing or business attorney
Operating Agreement	Required if purchasing under an LLC or entity.	Your attorney
Business License	Verifies the legal right to operate.	State or local jurisdiction
Organizational Chart (if layered ownership)	Clarifies who owns what, especially in complex structures.	Prepare or request from CPA



LENDER-SPECIFIC & UNDERWRITING DOCS

These are needed during or after conditional approval.

Document	Why It Matters	Who to Ask
Schedule of Real Estate Owned (SREO)	Lists all owned properties, debt, and income.	Ask for template or build manually
Existing Loan Statements	Needed for refinances to calculate payoff.	Request from current lender
Appraisal Deposit (if applicable)	Lenders require deposits to order appraisal.	Wire instructions provided later
Environmental Questionnaire	Required for commercial real estate purchases.	Supplied by lender
Insurance Certificate	Confirms adequate property coverage.	Your insurance agent



Bonus Tips



Submit documents in PDF format when possible.



Label each file clearly with the doc name and property address.




Be proactive: don't wait for underwriters to chase you.

Meet Tammy Saul, JD, MBA

#1 Female Mortgage Broker in the U.S.

CEO, Federal Hill Mortgage

Tammy Saul is the top-ranked female mortgage broker in the country and the #1 loan officer in Maryland. With over \$200M closed annually, she specializes in financing commercial and multifamily real estate nationwide. A former attorney with an MBA, Tammy leads a boutique, referral-based firm known for white-glove service and wholesale loan pricing.

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