



## Commercial & Construction Loan Documentation Checklist

Thank you for giving American Asset Group the opportunity to provide you with your funding needs. Please forward the required documents listed below **within 48 hours** to your AAG Loan Consultant in order to serve you in a timely manner. If you cannot gather all the listed items, send what you have collected. If you have any questions please call: **Vincent Sebastiano** at **866-224-1777** or **973-204-1898**.

Applicant(s)/Guarantor(s): \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please discuss the following with your AAG Loan Consultant or include a cover letter indicating amount being sought, purpose, term required, sources of repayment (primary and secondary) and Business Plan. Include a brief description of the collateral offered and value, historical background on business, competition, location, products or services, sales strategy, distribution, organizational reviews, and officers.

### Initial Documents Required

- 2 Government Issued ID's of Applicant(s) and/or Guarantor(s)
- Credit Authorization For
- Last three (3) years of Personal Income Tax Returns
- Last three (3) years of Corporate Income Tax Returns
- If corporate owners are W-2, provide last three (3) years W-2s & current (1) month payoff
- Updated Personal Financial Statements of Corporate Principals and/or Guarantor
- Year to Date Profit & Loss along with Balance Sheet

### Possible Additional Documentation

#### Business Financial Documents

- Last two (2) years Historical Financial Information
- Three (3) years Financial Projections to include both balance sheets and income statements. (If income is derived from any rental properties, then a 15% vacancy factor should be taken into consideration. Please include assumptions used in preparing the projections and copy of leases if Borrower is the Landlord.)

#### Business Organization Documents

- Certificate of Incumbency
- Certificate of Corporate Ownership (Including Statement of Shareholder Loans)
- Copy of Certificate of Registration of Trade Name (If any)
- Copy of Sub-Lease, if applicable

**Collateral & Insurance**

- Insurance Policies with copies of Paid Receipts for current premiums
- Builder’s Risk Insurance (If applicable)
- Federal Flood Insurance (If determined to be in Flood Hazard Area)
- Standard Multi-Peril Insurance (SMP)

**Construction**

- Construction Cost Breakdown (Hard and soft cost itemized)
- Building Permit(s) if available
- Copy of plans and specifications
- Copy of Sale Contract (New Arrangement)

**Other**

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