



Checklist for Commercial Real Estate Mortgages

- ✓ Loan Application
- ✓ Purchase agreement, if applicable
- ✓ Current rent roll summary, if applicable
- ✓ Copies of current leases, pending leases, and any letters of intent, if applicable
- ✓ Completed Income Property Analysis document (if non owner occupied)
- ✓ Three years federal tax returns and financial statements on borrowing entity, signed by principal
- ✓ Three years federal tax returns and financial statements on any affiliated business entities that occupy a material portion of the property, signed by principal
- ✓ Personal financial statement in MBC or similar format on each principal. Statement should exclude spouse's assets unless spouse is involved in the business or expected to offer a guaranty. If using a non MBC format, include a Credit Authorization.
- ✓ Two years federal and state income tax returns for each guarantor, signed by guarantor
- ✓ Environmental Questionnaire
- ✓ Legal description and address of property
- ✓ If refinance, copy of current promissory note, recent billing notice and repayment history of loan to be refinanced
- ✓ Any past appraisals, environmental assessments or surveys on property if conveniently available

Questions?

- ✓ Contact 4Front's Business Development team at 800.638.1182 or email ttimmer@4frontcu.com

Additional items may be needed for due diligence process or final underwriting

Core Credit Criteria

- ✓ Character, credit history and capability of management
 - ✓ Net worth of business compared to debt level
 - ✓ Liquidity of business
 - ✓ Historical profitability of business
- ✓ Historical cash flow of business in relation to debt payments