

COMMERCIAL LOAN APPLICATION CHECKLIST

YOUR CHOICE: UPLOAD DOCUMENTS TO THE BORROWER PORTAL (SECURE & RECOMMENDED)

OR SUBMIT THEM VIA EMAIL (NOT SECURE & NOT RECOMMENDED)

Check if		
Completed		
	Loan Inquiry Form submitted online	
	\$500 Legal Fee Deposit submitted online	
	Indicate if property is occupied and provide Lender with info about how to gain access	
	Full contact info for current escrow agent (Lender reserves the right to select escrow)	
	Schedule a personal meeting with Lender ideally onsite	
	Formation documents for your legal entity. Certificate of Formation & Operating Agreement	
	W-9 Form for your legal entity	
	Picture of the Applicant's Photo ID	
	Most recent 2 years tax returns (selective exceptions may be made)	
	Most recent 2 months bank statements	
	Property survey. If a survey is not available, please ordered one (requirement may be waived)	
	Any appraisal or broker price opinion in Applicant's possession	
	Seller's Marketing Packet, if any	
	Copies of any leases pertaining to the property	
	Copies of any engineering or environmental reports in applicant's possession, if any	
	A mini bio outlining your relevant experience and, if more than one Applicant, a history of your deals together. (Emailed bullet points are great. 60-second effort)	
	Lender "Form #05" - Commercial Loan Application (personal financials & auth. for credit check)	
	Lender "Form #06" – Construction Budget (or the budget template of your choice)	
	Lender Form #07 - ACH Direct Debit form	
	Lender Form #16 – Nexus ACH Direct Deposit form (with a voided check)	
	Executed copy of Lender's Loan Commitment Letter (after you receive it)	
	Evidence of property insurance. Lender nomenclature:	should be a named insured using the following
	Mortgagee Clause:	Nexus Series B, LLC C/O Superior Loan Servicing ISAOA ATIMA 7525 Topanga Canyon Blvd. Canoga Park CA 91303 (512) 230-9867 NEX – Enter Loan #

Please direct questions to: Cort Chalfant, (512) 230-9867, cort@nexuslending.net