NEXUS
PRIVATE CAPITAL

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
<u>Completed</u>

- ☐ 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 <u>for your legal entity</u>
- ☐ 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 (<u>with</u> a voided check)
- ☐ Executed copy of Lender's Loan Commitment Letter (after you receive it)
- ☐ Evidence of property insurance. Lender should be a named insured using the following nomenclature:

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