



**Appraisal Section --Items required for Provident Bank to order Appraisal:**

(Note: \*Forms located here: <http://www.myprovident.com/commercialdocs.asp>)

- Letter of Interest, signed by borrower (Issued by Provident Bank)
- Deposit check/Wire as noted on Letter of Interest
- Signed Rate Lock Agreement with rate option selected/Apartments only (Issued by Provident Bank)
- Signed & completed Insurance Authorization (Issued by Provident Bank)
- \*[Loan Cover letter - completed](#)
- \*[Fully Completed & signed 1003](#) / All borrowers
- \*[Business Purpose of Loan Certification](#)
- CLEAR** Copy of Current Driver’s license or ID / All borrowers
- \*[Credit Consent](#) / All Borrowers
- \*[4506-T](#)
- \*[Completed Patriot Act Form](#) / All borrowers – MUST BE COMPLETED BY HAND by borrowers
- \*[Carbon Monoxide Letter](#) (multifamily/apartments only)
- Commercial Tenant Leases (Not applicable to multifamily/apartments)
- Rent Roll (Current & Signed by borrower) \*[Provident Rent Roll -optional](#)
- Previous Full year and YTD income and expenses on subject property & Sched E’s (If applicable)
- Specify Title & Escrow or by default Provident will use Stewart Title – note on “Loan Cover Letter”
- Preliminary Title report – if available
- Purchase Agreement & any Counteroffers, Amendments and/or Addendums
- \*[Broker Approval](#) (if not already approved)

**Underwriting Section -- Additional Items required for underwriting:**

- 2 years Federal Tax Returns, including ALL K1’s, 1099’s and matching W2’s
- Most recent paystubs (If applicable for borrowers with W2 income)
- Most recent 2 years partnership tax returns for all entities in which borrowers own 20% interest or more
- Year to Date Profit and Loss for all business and corporation income
- Most recent 2 months bank statements for ALL bank/brokerage accounts
- Social Security Awards letter – for all borrowers collecting social security
- \*[Schedule of Real Estate Owned](#)
- Mortgage Statements for all properties owned as listed on Schedule of Real Estate, including subject (if refinance)
- Property Insurance & Contact info – NOTE: 1yr Prepaid for Purchases / 6 months required for Refinances -on policy at funding
- \*[Environmental Questionnaire](#)
- \*[California Hazard Insurance Disclosure](#)
- Escrow Instructions
- Letters needed from borrowers
  - o Management Plan/History – simple letter explaining how borrower plans to manage property & has managed/property management company
  - o Purpose of Refinance letter – simple letter explaining purpose of refinance & confirm vesting, clarify is there is or is not a prepayment penalty on the current note.
  - o If Purchase – letter explaining source of down payment, list exact accounts/banks & confirm vesting

<b>Required Entity Documentation:</b>	
<p><b>Corporation:</b>                      --Articles of Incorporation (Filed with the Secretary of State)                      --Statement of Information (SI-200)                      --Certificate of Good Standing                      --Corporate Resolution to borrower                      --Minutes of the most recent Board of Directors meeting appointing current officers (if Corporate Officers named in the Statement of information have changed)</p>	<p><b>Limited Liability Company</b>                      --Articles of Organization (LLC-1) and any amendments                      --Statement of Information (LLC-12)                      --Executed Operating Agreement                      --Certificate from Secretary of State</p>
<p><b>Trust:</b>                      --Copy of Title pages, powers pages and all signature pages                      --Copy of all/any amendments</p>	<p><b>Partnership:</b>                      --Partnership Agreement                      --Recorded Certification of Partnership                      --Recorded LP-1 Statement (For LLP only)</p>

