

Application Checklist

Additional Notes / Comments:

For all commercial mortgage applications (Stated/Stated & Full Doc) the items noted as **[Required]** must be completed in full and signed to process your application for pre-approval.

For all rental properties the additional forms noted must also be submitted.

A separate 1003 Application must be completed for each individual applicant if two or more owners/principals are making the application. A husband and wife may submit information on a single 1003 application.

The following checklist is to assist you in completion of your Commercial Mortgage Application.

Part I: Application Documents Provided

This section lists the application forms that have been provided for you to complete. Please complete all the forms noted as **[Required]**. All forms must be completed in full and signed.

- ✓ 1003 Application (5 pages) **[Required]**
- ✓ Loan Supplement Form (2 pages) **[Required]**
- ✓ Rent Roll, Multi Family(1 page) [\[see below\]](#)
- ✓ Rent Roll, Commercial Tenant(1 page) [\[see below\]](#)
- ✓ Rental Property Historical Income & Expense (1 page) [\[see below\]](#)
- ✓ Credit Report Authorization (1 page) **[Required]**

Part II: Additional Documents That may Be Needed

This section will deal with a list of other documents that are required for you to provide us to process your application.

- ✓ Purchase and Sale Agreement, **[Required if the loan is for a purchase]**
- ✓ Personal Tax Returns (2006 & 2005) **[Required for full doc commercial mortgage applications]**
- ✓ Corporate Tax Returns (2006 & 2005) **[Required for full doc commercial mortgage applications]**
- ✓ Photographs of Building (front, sides, rear and interior).
 - Although not required, photographs are very helpful to verify the type, use and estimate value of a commercial property for fast pre-approval review.

Part II: Stated Asset/Stated Income Loan Requests

This section will list the application forms and other documents that you are required to complete for us to process your application.

- ✓ 1003 Application (5 pages) [Required]
- ✓ Loan Supplement Form (2 pages) [Required]
- ✓ Purchase and Sale Agreement, [Required if the loan is for a purchase]
- ✓ Current Rent Roll for Rental Properties [Required for all rental properties]
 - Use above Multi Family or Commercial Tenant forms noted above.
- ✓ Rental Property Historical Income & Expense [Required for all rental properties]
- ✓ Photographs of building (front, sides, rear and interior).
 - Photographs are very helpful to verify the type and use of a commercial property for pre-approval review.

Part II: Full Documentation Loan Requests

This section will list the application forms and other documents that you are required to complete for us to process your application.

- ✓ 1003 Application (5 pages) [Required]
- ✓ Loan Supplement Form (2 pages) [Required]
- ✓ Purchase and Sale Agreement, [Required if the loan is for a purchase]
- ✓ Current Rent Roll for Rental Properties [Required for all rental properties]
 - Use above Multi Family or Commercial Tenant forms noted above.
- ✓ Rental Property Historical Income & Expense [Required for all rental properties]
- ✓ Personal Tax Returns (2006 & 2005) [Required for full doc commercial mortgage applications]
- ✓ Corporate Tax Returns (2006 & 2005) [Required for full doc commercial mortgage applications]
- ✓ Photographs of building (front, sides, rear and interior).
 - Photographs are very helpful to verify the type and use of a commercial property for pre-approval review.

In order for your application to be processed, all items noted as **REQUIRED** must be sent back completed in full with signatures. Should you have further questions, please contact us at 215-489-9232. Once the full application is received, you normally should receive a pre-approval decision within 24 to 48 hours.

The completed application forms along with copies of the requested additional documentation can be faxed back to us at 614-388-0227 or emailed to patrick@thomsoncapitalgroup.com. The application and copies of the requested additional documentation can be mailed to:

Regular Mail:

ATTN: Patrick Thomson
Thomson Capital Group
Box 655, Doylestown, PA 18901

Overnight Mail:

ATTN: Patrick Thomson
Thomson Capital Group
27 Wilkshire Road
Doylestown, PA 18901