JAKEN FINANCE GROUP
Commercial Real Estate & Business Lending

Commercial Property Loan — Borrower Document & Information Checklist

The items below cover what most banks, credit unions, and CRE lenders will request when underwriting a general commercial property (office, retail, industrial, or mixed-use) acquisition or refinance loan.

1. Entity & Legal Documents

☐ Formation documents for the borrowing entity (Articles of Organization/Incorporation, Operating Agreement or Bylaws)

☐ Certificate of Good Standing (state of formation and state where property sits, if different)

☐ EIN confirmation letter

☐ Organizational chart / ownership breakdown showing all members with 20%+ ownership

☐ Resolution authorizing the loan and identifying the signer(s)

2. Property Information

☐ Legal description, current survey, and title commitment

☐ Site plan and building floor plans

☐ Certificate(s) of occupancy for all leased/leasable space

☐ Zoning confirmation letter verifying current use is permitted

☐ Recent property condition assessment (PCA) or engineering report

☐ Capital improvement history for the last 3–5 years (roof, HVAC, parking lot, facade, etc.)

3. Leasing & Tenant Information

☐ Current rent roll with lease start/end dates, rent, and any renewal or termination options

☐ Copies of all leases (or lease abstracts) for tenants occupying 10%+ of the space

☐ Estoppel certificates and Subordination, Non-Disturbance and Attornment (SNDA) agreements for major tenants

☐ CAM (common area maintenance) reconciliation history

☐ Tenant financial statements or credit information for major/anchor tenants

☐ Lease expiration schedule / rollover exposure by year

4. Financial Performance

☐ Trailing 3 years of operating statements (P&L) plus current year-to-date

☐ Tax returns for the operating entity, last 3 years

☐ Historical expense detail by category (utilities, maintenance, insurance, property taxes, management)

☐ Accounts receivable aging / tenant delinquency history

☐ Bank statements, most recent 3–6 months, for the operating account

☐ Current year operating budget

5. Licensing, Zoning & Compliance

☐ Confirmation of current zoning and any variances or conditional use permits

☐ ADA compliance status and any identified deficiencies

☐ Any pending code violations or municipal notices

6. Environmental & Flood

☐ Phase I Environmental Site Assessment (Phase II if warranted by prior use)

☐ FEMA flood zone determination for the property

☐ Flood insurance policy, if the property is in a flood zone

☐ Disclosure of any known environmental conditions (prior industrial use, USTs, asbestos, etc.)

7. Sponsor / Guarantor Financials

☐ Personal Financial Statement (PFS) for each guarantor (20%+ owners)

☐ Schedule of Real Estate Owned (SREO) for each guarantor

☐ Personal tax returns, last 2–3 years, for each guarantor

☐ Credit authorization / consent to pull credit for each guarantor

☐ Summary of relevant ownership/management experience with this asset class

☐ Verification of post-closing liquidity (bank/brokerage statements)

8. Purchase & Appraisal-Related (Acquisitions Only)

☐ Fully executed purchase and sale agreement

☐ Earnest money deposit confirmation

☐ Seller's trailing financials (if different from borrower-prepared financials above)

☐ Access authorization for lender's appraiser and property condition inspector

9. Additional Items Commonly Requested

☐ Insurance loss run history (prior 3–5 years) and current insurance declarations page

☐ Management structure — owner-operated vs. third-party management, with management agreement if applicable

☐ Any existing debt schedule and payoff statements for current loans on the property

☐ Litigation history disclosure, if any

Prepared by Jaken Finance Group. Please return completed items along with any supporting documents so we can proceed to lender submission.