JAKEN FINANCE GROUP

Commercial Real Estate & Business Lending

Mobile Home Community Loan — Borrower Document & Information Checklist

The items below cover what most banks, credit unions, and CRE lenders will request when underwriting a manufactured housing community acquisition or refinance loan, including communities with amenities, age-restricted occupancy, or a mix of resident-owned and community-owned homes.

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 & Site Information

- ☐ Total home site count and community site plan / plat
- ☐ Breakdown of resident-owned homes vs. community-owned rental homes, with unit count of each
- ☐ Home inventory for community-owned homes — age, size, condition, and title/VIN status
- ☐ Description of community amenities (clubhouse, pool, fitness center, storage, etc.) and their condition
- ☐ Age-restriction status (e.g., 55+) and supporting HOPA (Housing for Older Persons Act) compliance documentation, if applicable

Age-restricted communities need documented compliance with HOPA occupancy verification rules — lenders will ask for this specifically.

- ☐ Legal description, current survey, and deed/title information

3. Utilities & Infrastructure

- ☐ Water source confirmation (municipal or private system) and most recent water quality test
- ☐ Sewer confirmation (municipal or private wastewater treatment system) and permit/inspection history
- ☐ Electrical service summary — master-metered vs. individually metered
- ☐ Road, drainage, and common-area infrastructure ownership and maintenance responsibility
- ☐ Any known infrastructure repairs, replacements, or deferred maintenance in the last 3 years
- ☐ Recent property condition assessment (PCA) or inspection report, if one exists

4. Financial Performance

- ☐ Trailing 3 years of financial statements (P&L / income statement) plus current year-to-date
- ☐ Tax returns for the operating entity, last 3 years

☐ Current rent roll showing site rent, home rental income (if applicable), and ownership status by unit

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

☐ Delinquency / collections history and current accounts receivable aging

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

5. Occupancy & Community Data

☐ Monthly occupancy history for the trailing 2–3 years, by home ownership type

☐ Waitlist data or absorption history for vacant sites/homes

☐ Resident turnover history and average length of residency

☐ Community rules, HOA-style governance documents, or resident association agreements

6. Licensing, Zoning & Compliance

☐ Current community operating license or state/local permit

☐ Zoning confirmation letter or verification of legal conforming/nonconforming use status

☐ State health/environmental agency permits for water and wastewater systems

☐ Any state-specific manufactured housing community registration requirements

7. Environmental & Flood

☐ Phase I Environmental Site Assessment (if one exists, or note if one will need to be ordered)

☐ FEMA flood zone determination for the property

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

☐ Disclosure of any historical fuel storage, dumping, or on-site septic/lagoon systems

8. 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 manufactured housing community ownership or management experience

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

9. 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

10. Additional Items Commonly Requested

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

☐ Any chattel loan or in-house home financing portfolio detail, including note terms and delinquency

☐ 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

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