JAKEN FINANCE GROUP

Commercial Real Estate & Business Lending

RV Park Loan — Borrower Document & Information Checklist

The items below cover what most banks, credit unions, and CRE lenders will request when underwriting an RV park acquisition or refinance loan. Gathering these in advance will speed up the pre-submission review and lender response time.

1. Entity & Legal Documents

- ☐ Formation documents for the borrowing entity (Articles of Organization/Incorporation, Operating Agreement or Bylaws)
- ☐ Certificate of Good Standing (current, 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 site/pad count, broken out by long-term, seasonal, and transient/overnight sites
- ☐ Site type mix (full hookup, partial hookup, tent, park-model/cabin) and average site size
- ☐ Site map or plat showing site layout and numbering
- ☐ List of any park models, cabins, or structures separately owned by residents (if applicable)
- ☐ Legal description and current survey, if available
- ☐ Deed and current title information

3. Utilities & Infrastructure

- ☐ Water source confirmation (municipal or well) and most recent well/water test, if applicable
- ☐ Sewer confirmation (municipal, septic, or lagoon system) and last septic inspection/pump-out record
- ☐ Electrical service summary — amperage available per site (30/50 amp) and any known capacity limits
- ☐ Utility billing method — metered/billed back to tenants, or included in site rent
- ☐ 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
- ☐ Revenue broken out by stream: site rent, store/retail, propane, laundry, storage, event/rally income, other
- ☐ Historical expense detail by category (payroll, utilities, maintenance, insurance, taxes, management)
- ☐ Current rent roll / long-term tenant list with rates and site-agreement terms
- ☐ Bank statements, most recent 3–6 months, for the operating account

5. Occupancy, Rate & Seasonality Data

- ☐ Monthly occupancy history for the trailing 2–3 years, by site type
- ☐ Average daily/monthly rate history and any recent or planned rate increases

Lenders will specifically ask what drives peak occupancy (nearby event, season, highway/tourist traffic) and how cash flow performs in the off-season — be ready to explain this with data, not just narrative.

- ☐ Explanation of revenue concentration around any specific recurring event, if applicable

6. Licensing, Zoning & Compliance

- ☐ Current campground/RV park operating license or health department permit
- ☐ Zoning confirmation letter or verification that the park is a legally conforming use
- ☐ Any short-term/transient rental permits required by the local jurisdiction
- ☐ Certificate of occupancy for any on-site structures (office, laundry, maintenance shop, etc.)

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 fuel, propane storage, or underground storage tanks on site

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 operating experience — RV park, campground, or hospitality management background
- ☐ 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
- ☐ List of all equipment, vehicles, or personal property included in the sale/collateral
- ☐ 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

---

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