



**8200 Greensboro Drive, Suite 900
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Commercial Loan List of Required Documents

I) Owner Occupied (retail, office, industrial, special use)

- 1) (201) New Loan Request Submission Form
- 2) Last 3 years business tax returns
- 3) Year-to-date current business financials (P&L and balance sheet)
- 4) Digital Color Photos of the Property (Minimum of 5 photos, front, side, rear, interior and common areas)
- 5) (101C) Commercial Application Questionnaire*
- 6) For Start up Businesses please provide a CPA prepared operating pro-forma
- 7) Copy of Purchase Contract *(if applicable)*
- 8) A check to NextDoor Mortgage Corporation for \$750.

II) Tenant Occupied (Retail, Office, Industrial, special use)

- 1) (201) New Loan Request Submission Form
- 2) Last 2 years and year-to-date Income and Expense Statements
- 3) Current Rent Roll
- 4) Digital Color Photos of the Property Minimum of 5 photos, front, side, rear, interior and common areas)
- 5) (101C) Commercial Application Questionnaire*
- 6) Copy of Purchase Contract *(if applicable)*
- 7) A check to NextDoor Mortgage Corporation for \$750.

III) Owner/Tenant Occupied (Office, Retail, Industrial, special Use)

- 1) (201) New Loan Request Submission Form
- 2) Last 2 years and year-to-date Income and Expense Statements
- 3) Digital Color Photos of the Property (Minimum of 5 photos, front, side, rear, interior and common areas)
- 4) Last 3 years business tax returns
- 5) Year-to-date current business financials (P&L and balance sheet)
- 6) (101C) Commercial Application Questionnaire*
- 7) For Start up Businesses please provide a CPA prepared operating pro-forma
- 8) Copy of Purchase Contract *(if applicable)*
- 9) A check to NextDoor Mortgage Corporation for \$750.