ICCC[sm]
International Commercial Capital Corp.

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Checklist of Required Documentation for Conventional Financing

Borrowers Name:	Date:

Property Address:

For loan quotes, please complete our Loan Quote Form or provide alternative documentation such as copy of MLS Set-up, Real Estate Investment Summary, executive summary, etc.

THE FOLLOWING DOCUMENTATION IS REQUIRED FOR LOAN SUBMISSION:

Need	Rec'd	
☐	☐	1. Current Rent Roll or Commercial Lease Summary.
☐	☐	2. Income & Expense operating history for 2005, 2005 & 2007-Year to date.
☐	☐	3. Photos including front, and/or side, rear, parking and street scenes.
☐	☐	4. Completed collateral questionnaire.
☐	☐	5. Copy of current financial statement or 1003 application.
☐	☐	6. Copy of current credit report or signed credit authorization.
☐	☐	7. Copy of Schedule of Real Estate Owned.
☐	☐	8. Copy of prior two years personal (1040's) tax returns, signed on page 2.
☐	☐	9. Copy of prior two years corporate tax returns (1120's, 1065's, etc.), signed.
☐	☐	10. Copy of preliminary title report.
☐	☐	11. Copy of escrow instructions and all amendments.
☐	☐	12. Copy of purchase agreement and all amendments.

Comments:

Items 10, 11, 12 will be required to order appraisal and not necessary for preliminary submission.

Items 8, 9 (tax returns) will require full copy for processing, however, you may provide front pages and all applicable schedules (i.e. "C" , "E" , "8825", etc.) for preliminary submission.

Alternative documentation is acceptable for application and property forms.

All application forms including property forms are available on our website, or we can fax or e-mail upon request. Rent Roll, Lease Summary and Operating Statement forms are also available in excel format. Online web based application is available with the KISCL software. Call for details.

International Commercial Capital Corporation (ICCC)
22425 Ventura Blvd., Suite 25 Woodland Hills, CA. 91364
Toll Free (888) 942-6807 (3863) Fax: (818) 475-1704
www.icccloans.com

THE FOLLOWING LIST IS A GENERAL GUIDELINE TO PROCESS THE LOAN

Corporations:

Need Rec'd

- ☐ ☐ Articles of Incorporation (file with the Secretary of State).
- ☐ ☐ Corporate By-Laws.
- ☐ ☐ Minutes of Meeting if the above does not authorize designated signor.
- ☐ ☐ List of corporate officers and their percentage of ownership interest.
- ☐ ☐ 2 years Corporate Tax Returns, with signature.
- ☐ ☐ Current Year to Date Profit & Loss statement.
- ☐ ☐ Prior Year to Date Profit & Loss statement, if tax returns not available.

Limited Liability Company (LLC):

Need Rec'd

- ☐ ☐ Membership Agreement / Operating Agreement (must be complete and fully executed).
- ☐ ☐ Articles of Organization (must be complete and fully executed).
- ☐ ☐ LLC-1 (filed with State and recorded with County).
- ☐ ☐ Resolution (agreement) to Borrow.
- ☐ ☐ Member breakdown and percentage of ownership interest.
- ☐ ☐ 2 years Tax Returns, with signature.
- ☐ ☐ Current Year to Date Profit & Loss statement.
- ☐ ☐ Prior Year to Date Profit & Loss statement, if not available.

Limited Partnerships / General Partnerships:

Need Rec'd

- ☐ ☐ Partnership Agreement (must be complete and fully executed).
- ☐ ☐ Statement of Partnerships.
- ☐ ☐ LP1 or LP2 (filed with State and recorded with County) as applies.
- ☐ ☐ Resolution (agreement) to Borrow.
- ☐ ☐ Partner breakdown and percentage of ownership interest.
- ☐ ☐ 2 years Tax Returns, with signature.
- ☐ ☐ Current Year to Date Profit & Loss statement.
- ☐ ☐ Prior Year to Date Profit & Loss statement, if not available.

Trusts:

Need Rec'd

- ☐ ☐ Trust Agreement and all Amendments (must be completed and fully executed).
- ☐ ☐ Trust Certification.
- ☐ ☐ Signature pages, powers, 1st page and Notary page.
- ☐ ☐ 2 years Tax Returns, with signature, if applicable.
- ☐ ☐ Current Year to Date Profit & Loss statement.
- ☐ ☐ Prior Year to Date Profit & Loss statement, if not available.

FOR REFINANCE TRANSACTION:

Need Rec'd

- ☐ ☐ Copy of recent mortgage statement.
- ☐ ☐ Copy of pages from note to verify prepayment penalty.
- ☐ ☐ Copy of current tax bill
- ☐ ☐ Copy of declaration page from insurance policy.

FOR 1031 EXCHANGE TRANSACTION:

Need Rec'd

- ☐ ☐ Copy of accommodator's contract and information.
- ☐ ☐ Copy of closing statement from sold property.
- ☐ ☐ Copy of exchange agreement.

ADDITIONAL GENERAL PROCESSING ITEMS REQUIRED

- ☐ ☐ IRS form 4506-T (with live signature).
- ☐ ☐ Name and phone number of person to be contacted by the appraiser.
- ☐ ☐ Completed Environmental Questionnaire, if applicable.
- ☐ ☐ Termite Inspection Report (Section 1 items and recommendations and estimates).
- ☐ ☐ Leases/Rental Agreements on the subject property. Not required if MTM tenancy.
- ☐ ☐ Management letter describing how the borrowers plan to manage the property.
- ☐ ☐ If managed professionally, copy of fully executed management contract with fee.
- ☐ ☐ If managed professionally, copy of resume to include experience and list of properties.
- ☐ ☐ Verification of earnest money deposit (on purchases).
- ☐ ☐ Last 3 months bank statements ON ALL ACCOUNTS PER LOAN APPLICATION.
- ☐ ☐ Last 3 months bank statements ON ALL ACCOUNTS PER FINANCIAL STATEMENT.
- ☐ ☐ Copies of recent statements for any stocks, bonds or money market accounts that are listed on application or financial statement.
- ☐ ☐ Copies of Mortgage Statements on RE Loans not rated on the credit report.
- ☐ ☐ Copy of the last month's pay stubs.
- ☐ ☐ Copy of last 2 year's W-2's.
- ☐ ☐ Year to date Profit & Loss Statement. on business, with signature if applicable.
- ☐ ☐ Live signature on Federal 1040 tax returns, page 2.
- ☐ ☐ Current Year to Date Profit & Loss statement for business, if applicable.
- ☐ ☐ Prior Year to Date Profit & Loss statement for business, if applicable.
- ☐ ☐ Copy of K-1's (if applicable)
- ☐ ☐ Other Partnership, LLC, or Corporate Tax Returns if 25% ownership.
- ☐ ☐ Clear, legible copy of drivers license or state ID card.
- ☐ ☐ Capital Improvements Worksheet, or list of capital improvements and replacements to provide as an addendum to operating history.
- ☐ ☐ Copy of closing statements for all properties sold that are on prior years tax returns and not on current schedule of real estate owned.
- ☐ ☐ Insurance agent contact.
- ☐ ☐ Evidence of Insurance.

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