



DOCUMENTATION CHECKLIST

We've prepared this documentation checklist to ensure your application and closing process go smoothly.

BORROWER (completed Loan Application required for each loan, remaining documents only needed if current documents are over 90 days old)

Borrowing Entity Documents:

- Completed Builders Capital Loan Application
- If LLC: Operating Agreement and Certificate of Formation
- If Corporation: Articles of Incorporation and Bylaws
- Most Recent Two Months of Entity's Bank/Liquidity Statements

Guarantor Documents:

- Last Year's Tax Return
- Most Recent Two Months of Bank/Asset Statements
- Authorization to Pull Credit Report
- Copy of Driver's License(s)

PROJECT

Project-Related Documents:

- Property Purchase and Sales Agreement with all Addendums (if applicable)
- Title and Flood Insurance
- Permits (if applicable)
- Budget/Cost Breakdown (in Builders Capital template)

Additional Documents for New Construction:

- Site Plans for each Lot
- Final Construction Plans for each Floor Plan with Plan Title or Number
- Spec Sheets or Description of Materials for each Plan Title or Number
- Septic Design Plans and Approval (if applicable)
- If Presold: Purchase and Sales Agreement(s) and Financial Pre-approval of Buyer(s)
- Evidence of Builders Risk Insurance

Additional Documents for Renovation:

- Scope of Project
- CMA

BUILDER

Builder Documents:

- Builder Resume
- Business License
- Evidence of Contractors General Liability Insurance
- Evidence of Surety Bond
- General Contractors License