

Builder Program Documentation Requirements

Property Documentation List:

- **Executed Contract** if Applicable (including executed pre-approval letter for buyer)
- **Plans & Specs**
- **HOA documents** as applicable (Bylaws, rules, and regulations)
- **Survey**
- **Budget** (with bids verified), **Projected Timeline**, and **Projected Cashflow**
- **Permits** (if ready)
- **Builder's Risk Insurance** evidencing coverage on this property

Borrower (Company) Documentation List:

- **Operating Agreement (LLC & LLP Only)**. If the entity has no operating agreement, a consent form executed by all members designating authorized signatory for loan documents (or affidavit for single owner entities)
- **Corporate By-Laws (Corporations only)**. If the entity has no By-Laws, a consent form executed by all members designating authorized signatory for loan documents (or affidavit for single owner entities)
- **Articles of Organization/Articles of Incorporation** filed with the State
- **Two Months most recent bank statements (evidencing capital reserve)**
2 Years Business Tax Returns

Business Owner Documentation List:

- **Two Months most recent bank statements**
- **2 Years Personal Tax Returns**
- **Resume**
- **Personal Financial Statement**
- **Copy of Driver's License and Social Security Card**