



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