



EXPRESS CAPITAL FINANCING

Fix & Flip Docs Processing Guide

Purchase Sales Contract

- To be reviewed immediately upon receipt (if purchase)

Credit Authorization Form

- To be fully complete for every guarantor

LLC Docs – need name of Entity & Entity Type (LLC, Corp, Inc, etc.)

- Articles of Incorporation, EIN Letter from IRS & Operating Agreement (if more than one member)

Personal Financial Statement

- To be fully completed for every guarantor

Track Record Template

- To be fully completed for every guarantor

Bank Statements

- Last 3 months Personal and/or Business Bank Statements ,to determine amount of cash available to close
- If borrower has business accounts from another entity, need entity operating agreement
- *If operating agreement has more than one member, need written permission from all members to use some or all available funds to close

Scope of Work

- Rehab Budget

Driver's License

- If expired, need another valid form of ID

ACH Form & Void Check

- For purposes of servicing post-closing
- Data must match

Insurance & Title Company Contact Info

- Need to approve both before closing

Documents needed for Repeat borrower

- Purchase contract
- Scope of work
- LLC Documents (if new entity)

Documents needed for guarantors

- Personal Financial Statement
- Drivers License
- Track Record Template
- Credit Authorization Form

Documents needed for non-guarantors

- Drivers License
- Background Check