



# PROCESSING REQUIREMENTS FOR **PURCHASE OR REFINANCE PROJECTS**

- » Personal Financial Statement
- » Term Sheet (signed and completed)
- » Articles of Incorporation (Corporation) or Articles of Organization (LLC) that has been stamped and filed with the applicable Secretary of State
- » Operating Agreement for all associated entities (fully-executed)
- » Certified true copy or copy of recorded Deed (Refinance); or signed property purchase contract (Purchase)
- » Homeowner's insurance policy and proof of payment or billing information. See Express Capital Financing's Homeowner's Insurance Requirements.
- » Bank statement from previous month (all pages) and, if necessary, additional investment statements (i.e. investment accounts, 401ks, etc.) showing proof of funds
  - » To verify down payment, 10% of the renovation budget and 3 months of interest payments.
- » Entity's EIN
- » Current driver's licenses for all entity members
- » Borrower's attorney information (if applicable)