



***If We Can't Close You, NO ONE CAN!!!***

**O:** 321-877-4077 **E:** [Processing@PhoneOpsFunding.com](mailto:Processing@PhoneOpsFunding.com) **W:** [www.PhoneOpsFunding.com](http://www.PhoneOpsFunding.com)

---

## **Commercial Loan - Checklist**

Below, you'll find the items that are needed to receive a "Pre-Approval".  
Put "**N/A**" in the spot that does not apply to you.

Received:

	2 Recent Years of Tax Returns <i>(all pages)</i>
	3 months of Recent Bank Statements <i>(all pages)</i>
	Articles of Incorporation, EIN & signed Operating Statement
	Driver's license or State ID. <i>(Must be color for verification purposes)</i>
	Lease Agreements & Rent Rolls <i>(If any)</i>
	Payoff <i>(if refinance)</i>
	Personal Financial Statement <i>(download Personal Financial Statement from our website)</i>
	Proof of Earnest Money Deposit
	Real Estate Owned <i>(download Real Estate Owned form from our website)</i>
	Social Security card

**NOTE:** All documents must be scanned then uploaded to our site.  
Screenshots or taking a picture of documents is not accepted.

Upload all docs to:

[www.PhoneOpsFunding.com/CommercialFileSubmission](http://www.PhoneOpsFunding.com/CommercialFileSubmission)