



Commercial/Industrial

Private Money Loan Initial Submission Checklist

We look to you for assistance in providing the following for initial submission.

- ALG Loan Submission Form ([Available in the Broker Resource Center](#))
- Complete 1003 (Please submit in MISMO 3.4 Format)
- Copy of credit report (All Pages)
- Copy of Drivers Lic, U.S. Government ID Card, Matricula Consular ID, or Passport.
- Copy of Social Security Card or ITIN CARD
- Copy of the borrower's most recent **first page only** of 1040 or 1120 tax return.
- Is there a phase 1 environmental report available?
- Are there any hydraulic lifts or other environmental concerns including underground storage tanks?
- * If the property is (or will be) in the name of an LLC, Corporation, Trust, Estate, etc. then we will need all documents pertaining to that entity (EIN #, Articles of Incorporation). (The loan application package needs to be completed by the person who will be signing for the entity.)

If this is a purchase please provide the following:

- Clear copy of the fully executed purchase agreement
- Please fill out the Rent Roll Form ([Available in the Broker Resource Center](#))
- What is the future use of the property? (Please provide if different information than what is on the rent roll form)

For Refinance Loans:

- Please provide a clear copy of most recent mortgage statement
- Clear copy of current property insurance
- Please fill out the Rent Roll Form ([Available in the Broker Resource Center](#))

PLEASE UPLOAD DOCUMENTATION TO OUR SECURE DOCUMENT MANAGEMENT SYSTEM IN THE BROKER PORTAL

. *Upon receipt, file will be reviewed and any missing items will be requested. Incomplete files will not be submitted for approval. *Once the file is approved, An updated conditions list will be emailed with any outstanding conditions. Our approval is subject to the information presented on the Initial submission. Should the final package be different than the Initial submission, your loan terms, rate & approval might differ.

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Website: <https://www.mylenderalg.com/broker-resource-center/>