

Provident Bank – Commercial/Multifamily Loan Application Checklist

Section One: Items required for Provident Bank to run credit and order Appraisal:

Note: *Forms located here: <https://www.myprovident.com/commercial/> / *For wholesale loans: [*Broker Application](#)*

- Letter of Interest, signed by borrower (Issued by Provident Bank)
- Deposit check/Wire as noted on Letter of Interest (Instructions issued by Provident Bank)
- Signed & completed Insurance Authorization (Issued by Provident Bank)
- *[Loan Cover letter](#) - Specify Title & Escrow or by default Provident will use Stewart Title
- Preliminary Title report & Escrow Instructions – if available
- Purchase Agreement & any Counteroffers, Amendments and/or Addendums, for purchases
- *[Fully Completed & signed 1003 \(Borrower\)](#)
- *[Fully Completed & signed 1003 \(Additional borrowers\)](#)
- *[Supplemental Consumer Information / REQUIRED ALL borrowers](#)
- *[Hardship Affirmation](#) – Need one for EACH borrower AND Entity
- *[Business Purpose of Loan Certification](#) – Borrower to enter loan amount & address, sign & date
- *[Certification of Beneficial Owners of Legal Entities](#) – For LLC’s & Corporations
- CLEAR** Copy of Current Driver’s license or ID / All borrowers
- *[Credit Consent](#) / All Borrowers (married borrowers on same form)
- *[4506-C](#) – Name & address section needs to match **exactly** as it appears on the tax returns, check boxes: 6a “Return Transcript” & “signatory attests box” above the signature.
- *[Completed Patriot Act Form](#) / Each Borrower to thoroughly COMPLETE BY HAND - **NOT typed** and check applicable boxes for Citizenship **and** Foreign Political Affiliation
- *[Carbon Monoxide Letter](#) (multifamily/apartments only)
- *[Borrower Consent to Use of Tax information Form](#) – ONLY married borrowers on same form / Separate forms for others.
- Commercial Tenant Leases (Not applicable to multifamily/apartments)
- *[Rent Roll](#) – Current, signed and dated by borrower
- 2 Recent years Schedule E/8825. Previous Full year and YTD income and expenses on subject property
- [Building Standards SB 721 Form](#)
- Most Recent SB-721 Property Inspection / Required on all multifamily 3 or more units with 6ft above ground deck, balcony or stairwell

Section Two: Underwriting Section -- Additional Items required for underwriting (typically collected after appraisal engaged):

- 2 years Federal Tax Returns, including ALL K1’s, 1099’s and matching W2’s
- One month of most recent paystubs (If applicable for borrowers with W2 income)
- Most recent 2 years Federal tax returns for **ALL** entities in which borrowers own 20% interest or more
- Year to Date Profit and Loss for all business and corporation income
- Most recent 2 months bank statements for **ALL** bank/brokerage accounts
- Social Security Award letter – for all borrowers collecting social security
- *[Schedule of Real Estate Owned](#)
- Mortgage Statements for all properties owned as listed on Schedule of Real Estate, including subject (if refinance)
- Closing statements for ALL properties sold within last 2 years
- Property Insurance & Contact info – **NOTE:** 1yr Prepaid for Purchases / 6 months for Refinances - at funding
- *[Environmental Questionnaire](#)
- *[California Hazard Insurance Disclosure](#)
- *[LOE Source of Down, Vesting, Management Form](#)
- Required items for Entities:**

Corporation: --Articles of Incorporation (Filed with the Secretary of State) and By-Laws --Statement of Information (SI-200) --Corporate Resolution to borrower --Minutes of the most recent Board of Directors meeting appointing current officers (if Corporate Officers named in the Statement of information have changed)	Limited Liability Company --Articles of Organization (LLC-1) and any amendments --Statement of Information (LLC-12) --Executed Operating Agreement
Trust: --Copy of Title pages, powers pages and all signature pages --Copy of all/any amendments	Partnership: --Partnership Agreement --Recorded Certification of Partnership --Recorded LP-1 Statement (For LLP only)