



In order to receive the fastest service from Coastal Commercial Group, we ask that you submit all the following information with your submission package. For certain transactions, additional information may be requested. Visit us online at [commercialccg.com](http://commercialccg.com) or call 732.297.4700.

**Executive Summary**

*A statement about intended purpose of loan, how the loan is intended to be repaid, why the Borrower needs a loan, when the Borrower needs the funds.*

**Application**

*Coastal Commercial Group Mortgage Application or Form 1003 is required for all loans.*

**Credit Authorization**

*A Credit Authorization Form must be completed for all Borrowers and Key Principals.*

**Property Information**

- 1. Last two (2) years operating statements and tax returns*
- 2. YTD operating statement and budget*
- 3. Detailed Rent Roll*
- 4. Copy of most recent Property Tax Assessment Notice and Tax Bill*
- 5. Copies of all leases*
- 6. Copy of Existing Insurance Policy*
- 7. Copy of Existing Mortgage documents, if applicable*
- 8. Color pictures of property*

**Third Party Reports**

*Include copies of existing appraisal,, engineering, environmental, title and survey reports as available. Coastal Commercial Group may require reports to be updated or reissued; the submission helps speed the closing process.*

**Contracts/Agreements**

*Include any purchase, sale or option contracts/agreements. Include any/all service agreements, management agreements, etc. with respect to the operations of the property.*

**Payoff Letters**

*Include all payoff letters stating mortgage balances owed and/or real estate tax bills substantiating any back taxes owed.*

**Borrower Information**

- 1. Personal Financial Statement for Borrower & Key Principals*
- 2. Past three (30 years tax returns*
- 3. Resume or personal history description of Borrower and Key Principals*
- 4. Copies of all organizational documents and any amended documents of the entity that will be the Borrower*