

**Prescreen Checklist**

**Borrower: Entity to Be Formed**

**Date: 7-13-23**

**Key: Highlighted and Strike Through = Have**

 **Blank = Still Need**

 **Red = Relevant Notes**

**Applicant Company #1: Real Estate Holding Company better known as an Eligible Passive Company (“EPC”)**

**Formed:**

**Ownership:**

**NAICS:**

1. Articles of Incorporation
2. SS-4
3. Ownership Breakdown by percentages

**Applicant Company #2: Operating Company (“OC”)**

**Formed:**

**Ownership:**

**NAICS:**

**Option #1: if a new Company:**

1. Articles of Incorporation
2. SS-4
3. Ownership Breakdown by percentages

**Option #2: if an Existing Company:**

1. Business Debt Schedule
2. 2019 Business Tax Return (**signed and dated)**
3. 2020 Business Tax Return (**signed and dated)**
4. 2021 Business Tax Return (**signed and dated)**
5. 2022 Jan thru Dec P&L and Balance Sheet or filed business tax return
6. 2023 Jan thru April P&L and Balance Sheet
7. SBA PPP Notes (if applicable)
8. SBA EIDL Notes (if applicable)

**Borrower #1: Dentist**

1. Personal Financial Statement
2. 2019 Personal Tax Return
3. 2020 Personal Tax Return
4. 2021 Personal Tax Return
5. 2022 Personal Tax Return (if filed)
6. Resume
7. Drivers License

**Borrower #1: (Spouse) if applicable**

1. Personal Financial Statement

Please sign master copy

**Affiliate: Affiliate is defined as any company any of the Borrowers has 20%+ ownership in**

**Formed:**

**Ownership:**

**NAICS:**

1. Business Debt Schedule
2. 2019 Business Tax Return (**signed and dated)**
3. 2020 Business Tax Return (**signed and dated)**
4. 2021 Business Tax Return (**signed and dated)**
5. 2022 Jan thru Dec P&L and Balance Sheet or filed business tax return
6. 2023 Jan thru April P&L and Balance Sheet
7. SBA PPP Notes (if applicable)
8. SBA EIDL Notes (if applicable)

**Bank Statements – (2) Months Consecutive personal and business bank statements**

(2) month’s consecutive bank statements business and personal

**Business**

1.

2.

**Personal**

1.

2.

**Purchase and Sale Agreement or LOI**

1. Copies of the Executed Purchase and Sale Agreement with values indicated for the assets or an LOI.

**Appraisal/Environmental**

1. Copies of any past appraisals or environmental reports (if available)

**Leases**

1. Copies of existing residential leases
2. Copy of lease between your Operating Company and Eligible Passive Company – if applicable. Note: rent being charged must be consistent with market rents.

**Construction/Equipment**

1. Copy of Builders License
2. Copy of Builders Risk Insurance
3. Cost Breakdown
4. Copy of Plans and Specs
5. Copy of any EQP vendor quotes including installation

**Other**

1. Business Plan (Tom has a template)
2. 2-Year Projected Income and Expense and detailed assumptions. First year should be month-to-month. Year 2 can be annualized.
3. Working Capital Needs List (if applicable: Tom Provides Template)