



DOCUMENTS NEEDED CHECKLIST

- Two forms of ID for each borrower and guarantor
- Proof of hazard insurance
- Full-executed purchase contract- closing date must be ten days out from sent to processing date
- Voided check
- Asset verification. We utilize a third party asset verification company to verify assets and will send you an asset verification request once your loan is in processing. If your bank does not participate, we will require the most recent two month's bank statements- include all pages, even blank ones
- Copy of current lease (if property is leased). If lease is expired, obtain confirmation lease is month to month.
- Business Entity Docs:
 - EIN Number Document
 - Certificate of Good Standing
 - Article of Organization/Formation
 - Two forms of ID for each person in the company
 - Email listing for all entity participants:
 - Members (required)
 - Managers (if any)
 - Ownership percentage of each person
 - Other officers with their titles (President, Secretary, etc)



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