



ENTITY CHECKLIST

Please complete this form in its entirety prior to uploading it into the portal.

LOAN DETAILS	
Borrower Name:	Loan Number:
Subject Property Address (street, city, state, ZIP):	

ENTITY DETAILS		
Entity Name:	Entity Tax Identification Number (EIN):	
ENTITY TYPE		
<i>*Select all that apply*</i>		
<u>Limited Liability Company (LLC)</u> Articles of Organization / Certificate of Formation Executed Operating Agreement		
<u>General Partnership</u> Executed Partnership Agreement Statement of Partnership Authority / Statement of Partnership Existence filed in State where domiciled		
<u>Limited Partnership</u> Certificate of Formation Executed Partnership Agreement If the General Partner of the Borrower is a Limited Partnership, the above documentation is required for the General Partner. If that Entity is also a Limited Partnership, the Limited Partnership documents for that Entity are required.		
<u>Corporation</u> Articles of Incorporation Corporate By-Laws / Corporate Resolution		
ENTITY PARTICIPANTS		
Name	Ownership %	Guarantor
Name	Ownership %	Guarantor
Name	Ownership %	Guarantor
Name	Ownership %	Guarantor
Total Entity ownership represented?		