



Items required for Provident Bank to order Appraisal:

(Note: *Forms located here in “**Construction Section**”: <http://www.myprovident.com/commercialdocs.asp>)

- Letter of Interest, signed by borrower (Issued by Provident Bank)
- Deposit check as noted on Letter of interest
- Signed & completed Insurance Authorization (Issued by Provident Bank)
- *[Construction Loan Request Form](#)
- *[Fully Completed & signed 1003 AND 1003 Addendum](#) / All borrowers
- *[Business Purpose of Loan Certification](#)
- *[Certification of Beneficial Owners of Legal Entities](#)
- Copy of Current Driver’s license or ID / All borrowers
- *[Credit Consent](#) / All Borrowers
- *[Completed Patriot Act Form](#) / All borrowers
- *[Description of Materials](#)
- *[Contractor Data Sheet](#)
- *[Contractor Financial Statement](#)
- *[Completed Cost Breakdown](#)
- Preliminary Title report – if available
- Two Sets of Plans
- Purchase agreement & any Counteroffers, Amendments and/or Addendums (if applicable)
- *[Broker Approval](#) (if not already approved)

Additional Items required for underwriting:

- 2 years Federal Tax Returns, including ALL K1’s, 1099’s and matching W2’s
- Most Recent paystubs (If applicable for borrowers with W2 income)
- Most recent 2 years partnership tax returns for all entities in which borrowers own 20% interest or more
- *[4506-T](#)
- 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 awards letter – for all borrowers collecting social security
- Schedule of Real Estate Owned – *[if form needed, located here](#)
- Mortgage Statements for all properties owned as listed on Schedule of Real Estate, including subject (if refinance)
- Property Insurance & Contact info – NOTE: 1yr Prepaid for Purchases / 6 months required for Refinances -on policy at funding
- *[Environmental Questionnaire](#)
- Letters needed from borrowers
 - o Management Plan/History – how borrower plans to manage property & has managed/property mgmnt company

Required Entity Documentation:	
<p>Corporation: --Articles of Incorporation (Filed with the Secretary of State) --Statement of Information --Certificate of Good Standing --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)</p>	<p>Limited Liability Company --Articles of Organization and any amendments --Statement of Information --Executed Operating Agreement --Certificate from Secretary of State</p>
<p>Trust: --Copy of Title pages, powers pages and all signature pages --Copy of all/any amendments</p>	<p>Partnership: --Partnership Agreement --Recorded Certification of Partnership --Recorded LP-1 Statement (For LLP only)</p>

