

Required Documentation for Purchase Transactions

Document Submission Guidelines

For all purchase transactions, please provide the following documents as part of your application. Complete and accurate documentation will help streamline the review process.

Personal Documentation

- **Personal Tax Returns** — Submit your personal tax returns for the years 2023, 2024, and 2025.
- **Personal Financial Statement** — Provide a signed and dated personal financial statement reflecting your current financial position.
- **Identification** — Include copies of your driver's license and Green Card (front and back).

Business Documentation (All Businesses Owned)

- **Business Tax Returns** — Provide tax returns for all businesses you own for 2023, 2024, and 2025.
- **Current Financial Statements** — Submit the 2026 profit and loss statement and balance sheet for all businesses you own.

Business Documentation (Business Being Purchased)

- **Business Tax Returns** — Provide tax returns for the business being purchased for 2023, 2024, and 2025.
- **Current Financial Statements** — Submit the 2026 profit and loss statement and balance sheet for the business being purchased.

Transaction Documentation

- **Purchase and Sale Agreement** — Provide a signed agreement by both buyer and seller, including the legal description of the property you intend to purchase.
- **Property Photos** — Submit clear interior and exterior photos of the property being purchased.
- **Existing Property Reports (If Available)** — Include any existing appraisal, environmental report, survey, and title documents for the property.

Additional Documentation

- **Management Resume** — Provide a resume for the primary borrower or manager associated with the transaction.
- **Bank Statements – Down Payment Funds** — Submit recent bank statements demonstrating the availability of funds for the down payment.