

# Required Documentation for Construction Requests

## Document Submission Guidelines

For all construction requests, 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.

### 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.

### Construction & Project Documentation

- **Construction Budget** — Provide a detailed budget outlining all projected costs for the construction project.
- **General Contractor Information** — Include the general contractor's resume and/or professional references.
- **Business Plan and Projections** — Submit a copy of your business plan along with 3-year income projections.

## Borrower Profile

- **Borrower's Resume** — Provide a resume for the primary borrower or manager.
- **Bank Statements – Down Payment Funds** — Submit recent bank statements confirming funds available for the down payment.