

Provident Bank – Construction Loan Application Checklist



Borrower Package items

Note: *Forms located here in **“Construction Section”**: <https://www.myprovident.com/commercial/>

- Signed Letter of interest (provided by Provident Bank)
- Deposit / Instructions (provided by Provident Bank)
- Signed & completed Insurance Authorization (provided by Provident Bank)
- *[1003 Loan Application](#) / [1003 Application for 2nd Borrower](#) / [1003 Continuation Sheet](#)
- Demographic Information Addendum in 1003 / All Borrowers / Completed by Broker
- Fully Completed and signed [Schedule of Real Estate Owned](#)
- Most recent 2 months bank statements from all accounts (include ALL pages)
- Most recent 3 months Investment Statements (include ALL pages)
- Final Closing Statement for Subject Property
- 2 years of 1040 Federal Tax Returns
- 2 years of W-2 forms for wage earners
- 2 years of Federal Corporate and/or partnership tax returns (if self-employed), for all with 20% or more ownership
- Year to Date Profit and Loss for all business and corporation income
- Most recent paystubs (last 30 days)
- Award Letters for retirement/pension income, social security or disability income
- Last two months of retirement/pension, 401K and social security 1099 Statements
- [4506 C](#) – Attest Signatory box must be checked
- [Consent to the Use of Tax Return Information](#)
- Final closing statements for recently sold/purchased properties
- [Credit Consent](#) / All Borrowers
- [Hardship Loan Affirmation](#)
- Mortgage Statements for all properties owned as listed on Schedule of Real Estate, including subject for all borrowers
- Copy of Current Driver’s license or ID
- [Completed Patriot Act Form](#) / All borrowers
- [Business Purpose of Loan Certification](#)
- [Environmental Questionnaire](#)
- [CA Insurance Disclosure Form](#)
- [Construction Loan Request Form](#)
- *[Rent Roll](#) (Current & Signed by borrower) (for investment properties)
- [Property Operating Statement](#) (for investment properties)
- [Description of Materials](#)
- [Contractor Data Sheet](#)
- [Contractor Financial Statement](#)
- [Completed Cost Breakdown](#)
- Contractor Building License
- Contractor’s Proof of Insurance
- Contractor’s W9
- Contractor Resume (include bank references with contact information for at least 3 recently complete projects)
- Soils Report
- Signed Contractor & Architect Agreement
- Building Permits and Approved Plans

Required Entity Documentation:

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)

Limited Liability Company

- Articles of Organization and any amendments
- Statement of Information
- Executed Operating Agreement
- Certificate from Secretary of State

Trust:

- Copy of Title pages, powers pages and all signature pages
- Copy of all/any amendments

Partnership:

- Partnership Agreement
- Recorded Certification of Partnership
- Recorded LP-1 Statement (For LLP only)



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Provident Savings Bank, F.S.B., NMLS# 449980

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