

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)
- [Fully completed 1003](#) / no docusign
- [Demographic Information Addendum](#) / All Borrowers
- 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:**

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



[www.myprovident.com](http://www.myprovident.com)