



Certified Mortgage Finance

26300 Euclid Ave, Cleveland, OH 44132
www.certifiedmortgagefinance.com | lending@certifiedmortgagefinance.com
Phone: (216) 477-0249

INITIAL DOCUMENTATION CHECKLIST

EMAIL COMPLETED FORM AND REQUESTED DOCS: lending@certifiedmortgagefinance.com

- Letter of Experience & Explanation
- BPO/Appraisal Report
- If Purchase transactions – Provide valid Purchase Contract
- If refinance transactions –provide rehab bid/itemized list of work with associated costs
- If property is currently leased provide – (a) Executed lease agreement(s), (b) Rent Roll and P&L Statement (if multi-unit).
- LLC/Corporation Documentation (a) Articles of Organization/Incorporation (b) Operating Agreement/Bylaws Copy of Valid ID (Driver's License or Passport), W2, Tax Return.



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