

**WASHINGTON SAVINGS BANK**  
**100 BROADWAY ROAD**  
**DRACUT, MA 01826**  
**978-275-6003**

**DOCUMENTATION NEEDED FOR COMMERCIAL LOAN PROCESSING**

**To Verify Income:**

- Pay stub for most recent 30 days
- Last two years W-2's
- The 2 most recent years federal tax returns, signed and complete with all schedules
- The 2 most recent years tax returns for any operating entities (trust, corporation, LLC, etc.)
- Year to date Profit and Loss statement for the company (must be within the last 3 months)
- Rent Rolls and Leases

**To Verify Assets:**

- A signed completed personal financial statement
- Recent mortgage statement for each outstanding mortgage loan
- Most recent 60-day history for deposit accounts listed on personal financial statement

**To Determine Value:**

- A complete appraisal will be required by a bank approved appraiser (the bank will arrange to have the property appraised)

**Purchase Transaction**

- Signed Purchase and Sales Agreement and cancelled earnest money deposit check

**Condominiums**

- Copy of Master Deed, Bylaws of Condominium Association
- Complete and signed Condominium Questionnaire
- Name, address and phone numbers of Trustees or Management Company for Association

**Construction / Rehab**

- Plans and Specifications, executed builders contract, building permit/foundation permit
- List of proposed improvements with cost estimates

**Additional Items Needed:**

- Copy of the documents for borrowing entity that will take title to the subject property including but not limited to a Copy of the Trust, Corporate Bylaws, or LLC Formation and Operating Agreement

**Application Fees:**

- Appraisal Fee will vary (please call for estimates)
- Credit Bureau \$15.45 per person
- Environmental Site Assessment (costs will vary depending upon complexity)