

## Ventana Fund Thresholds Project Application Checklist

		Check if Present	Check if MFA
1	<b>Application</b> w/ supporting schedules		
2	<b>Project Summary</b> (maximum one page)		
3	<b>Application Fee - \$2500</b> (must be received at time of application)		
4	<b>Ventana Fund Commitment Letter</b> (signed)		
5	<b>Ventana Fund Approval</b> (if other than commitment Letter)		
6	<b>Construction Budget/ Contractor's Cost Estimate</b>		
7	<b>Resume of Developer/Borrower</b>		
8	<b>Purchase Agreement</b> (and Addendums)		
9	<b>Current Rent Roll</b> and/or <b>Signed Lease Agreements</b> (if applicable)		
10	<b>Appraisal</b> or <b>Property Evaluation</b>		
11	<b>Environmental Questionnaire</b>		
12	<b>Flood Hazard Determination</b>		X
13	<b>Title Insurance Commitment/Binder</b>		
14	<b>Title Insurance Policy</b>		
15	<b>Site plans</b> (if available)		
16	<b>Survey</b> (if available)		
17	<b>Certificate of Insurance/ Insurance Policy</b> with Ventana Fund Listed as Loss Payee		
	<b>FINANCIAL INFORMATION</b>		
	<b>BORROWER(S)</b>		
	<b>CORPORATION, LLC. or PARTNERSHIP</b>		
18	<b>Business Financial Statements</b> for the prior three fiscal years end (FYE) and the most recent interim financial statement (dated within 3 months of the application).		
19	<b>Business Tax Returns</b> for the prior 3 years fiscal years end (FYE).		
	<b>INDIVIDUAL(S)</b>		
20	<b>Personal Financial Statement-</b> signed and dated no more than 12 months from date of application		
21	<b>Personal Tax Returns</b> – for prior 3 years end (with all schedules, attachments & copies of K-1s)		
22	<b>Credit Bureau Report-</b> no older than 12 months from date of application.		
23	<b>New Mexico Business</b> – New Mexico Business certification		
	<b>GUARANTOR(S)</b>		

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	<b>CORPORATION, LLC. or PARTNERSHIP</b>		
24	<b>Business Financial Statements</b> for the prior three fiscal years end (FYE) and the most recent interim financial statement (dated within 3 months of the application).		
	<b>Business Tax Returns</b> for the prior 3 years fiscal years end (FYE).		
25	<b>INDIVIDUAL(S)</b>		
26	<b>Personal Financial Statement-</b> signed and dated no more than 12 months from date of application		
27	<b>Personal Tax Returns</b> – for prior 3 years end (with all schedules, attachments & copies of K-1s)		
28	<b>Credit Bureau Report-</b> no older than 12 months from date of application.		
	<b>Organizational Documents of Borrower/Owner/Guarantor, if available at application (required prior to close)</b>		
29	<b>Certificate of Incorporation (corp.) or Certificate of Organization (LLC)</b>		
30	<b>Articles of Incorporation (corp.) , Articles of Organization (LLC) or Trade Name Application (partnership)</b>		
31	<b>ByLaws (corp.), Operating Agreement (LLC) or Partnership Agreement</b>		
32	<b>Certificate of Good Standing/Existence</b> from the NM Secretary of State- if a corporation, LLC or partnership		
33	<b>IRS Designation Letter</b> Verifying 501(c)(3) or (4) Tax Exempt Status under Code Section 501(a), (if applicable)		
34	<b>Evidence of current registry with the New Mexico Attorney General's Office's Registry of Charitable Organizations (non-profits only)</b>		
35	<b>Resolution of Borrower</b> authorizing signer to execute loan documents		