

MOBILE HOME MONEY

LOAN DOCUMENT TRACKING CHECKLIST

Borrower / Entity: _____ Property: _____

Updated: _____ Project type: _____

Mark one status for each document. HAVE = received; NEED = outstanding; N/A = not applicable.

	HAVE	NEED	N/A
1 COMMITMENT & BORROWER INFORMATION			
\$500 loan commitment fee paid via Square link	☐	☐	☐
LLC Articles of Organization / entity documents	☐	☐	☐
LLC Operating Agreement	☐	☐	☐
Entity EIN / Tax ID	☐	☐	☐
Driver's license for each member / owner	☐	☐	☐
List of similar completed projects / experience	☐	☐	☐
If inexperienced: GC or MH dealer name and contact	☐	☐	☐
Recent entity bank statement showing reserves	☐	☐	☐
2 PROPERTY / LOT DOCUMENTS - ALL PROJECTS			
Property street address and parcel / PIN	☐	☐	☐
Signed purchase agreement (if under contract)	☐	☐	☐
Recorded deed (if already owned)	☐	☐	☐
3 REHAB FLIPS ONLY			
Septic permit and inspection (if applicable)	☐	☐	☐
Well permit and inspection (if applicable)	☐	☐	☐
Access arranged for home inspection	☐	☐	☐
Current interior and exterior photos	☐	☐	☐

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HAVE

NEED

N/A

4 NEW CONSTRUCTION ONLY

Survey or recorded plat of lot

☐☐☐

Proposed site plan showing home / access

☐☐☐

Zoning verification for proposed home type

☐☐☐

Septic permit or soil test (system, cost, bedrooms)

☐☐☐

Well permit / water availability (if applicable)

☐☐☐

Road access information / lending eligibility

☐☐☐

5 PROJECT BUDGET, FUNDING & VALUE

Funds required at closing (lot / home and fees)

☐☐☐

Manufacturer quote (new manufactured / modular)

☐☐☐

Complete scope of work (SOW) / itemized budget

☐☐☐

Project contingency and available reserves

☐☐☐

Proposed construction draw schedule (\$10k+ ideal)

☐☐☐

Wire instructions for future draw requests

☐☐☐

Three nearby sold comps (within past six months)

☐☐☐

6 OTHER OUTSTANDING ITEMS / FOLLOW-UP

Item / Notes

Requested

Received