



Loan Processing Checklist

INCOME PRODUCING PROPERTIES

Loan Number			
Client Name		Date Submitted	
Advisor Name			
Property Address			
Property Type			
	Advisor	ICS	
Loan Request Submitted Online https://icsloans.com/submitloan	<input type="checkbox"/>		
P&L Last 12 Months P&L Previous Year	<input type="checkbox"/>		
P&L 2 Year's Back For Agency Loans	<input type="checkbox"/>		
Rent Roll https://icsloans.com/wp-content/uploads/2021/06/Rent-Roll-Form.pdf	<input type="checkbox"/>		
Completed ICS 1003 or PFS Must be 100% complete. https://secureservercdn.net/192.169.223.13/6db.69d.myftpupload.com/wp-content/uploads/2019/03/ICSLOANS-INC.-C-1003.pdf	<input type="checkbox"/>		
Schedule of Real Estate Owned (Not required if completed in the 1003)	<input type="checkbox"/>		
Bank/Investment Statement(s) Verifying Down Payment/Reserves	<input type="checkbox"/>		
Credit Report Clients can pull their own soft pull through Experian or provide an existing report within 90 days. https://www.experian.com/consumer-products/experian-equifax-transunion-credit-report-and-score.html	<input type="checkbox"/>		
Purchase & Sale (if purchase)	<input type="checkbox"/>		
Sponsor Bio	<input type="checkbox"/>		
Property Radar Property Detail Report		<input type="checkbox"/>	
Loan Review Call with Sponsor		<input type="checkbox"/>	
ICS Funding Fee Agreement		<input type="checkbox"/>	
Completed ICS Funding Package		<input type="checkbox"/>	
Title Report / Open Title & Escrow		<input type="checkbox"/>	