



## Loan Processing Checklist

### NEW CONSTRUCTION / REHAB PROJECTS

Loan Number			
Client Name		Date Submitted	
Advisor Name			
Property Address			
Property Type			
	<b>Advisor</b>	<b>ICS</b>	
<b>Loan Request Submitted Online</b> <a href="https://icsloans.com/submitloan">https://icsloans.com/submitloan</a>	<input type="checkbox"/>		
<b>PROFORMA OPERATING STATEMENT</b>	<input type="checkbox"/>		
<b>BUDGET &amp; SCOPE OF WORK</b>	<input type="checkbox"/>		
<b>PROJECT PLANS / CONSTRUCTION PACKAGE</b>	<input type="checkbox"/>		
<b>Completed ICS 1003 or PFS</b> Must be 100% complete. <a href="https://secureservercdn.net/192.169.223.13/6db.69d.myftpupload.com/wp-content/uploads/2019/03/ICSLOANS-INC.-C-1003.pdf">https://secureservercdn.net/192.169.223.13/6db.69d.myftpupload.com/wp-content/uploads/2019/03/ICSLOANS-INC.-C-1003.pdf</a>	<input type="checkbox"/>		
<b>Schedule of Real Estate Owned</b> <small>(Not required if completed in the 1003)</small>	<input type="checkbox"/>		
<b>Bank/Investment Statement(s)</b> Verifying Down Payment/Reserves	<input type="checkbox"/>		
<b>Credit Report</b> Clients can pull their own soft pull through Experian or provide an existing report within 90 days. <a href="https://www.experian.com/consumer-products/experian-equifax-transunion-credit-report-and-score.html">https://www.experian.com/consumer-products/experian-equifax-transunion-credit-report-and-score.html</a>	<input type="checkbox"/>		
<b>Purchase &amp; Sale (if purchase)</b>	<input type="checkbox"/>		
<b>Sponsor Bio / Resume / Completed Projects</b>	<input type="checkbox"/>		
<b>Property Radar Property Detail Report</b>		<input type="checkbox"/>	
<b>Loan Review Call with Sponsor</b>		<input type="checkbox"/>	
<b>ICS Funding Fee Agreement</b>		<input type="checkbox"/>	
<b>Completed ICS Funding Package</b>		<input type="checkbox"/>	
<b>Title Report / Open Title &amp; Escrow</b>		<input type="checkbox"/>	