

LLC/Entity Document Checklist

For pre-approval, the following documentation must be provided to VCC's Underwriting Department for review:

- ☐ Filed Articles of Organization/Certificate of Formation, including all amendments (or equivalent document required by the state).
- ☐ Certificate of Good Standing (or equivalent document) issued from the state in which the LLC was formed. The certificate cannot be dated more than 60 days prior to closing and must be provided regardless of the age of the company.
- ☐ Signed Operating Agreement, including all amendments, attachments and schedules, if any. Note: Should the LLC not have any operating agreement pursuant to its state law, a Member List shall be acceptable.
- ☐ A complete Member List showing all members and managers and their respective ownership interests.
- ☐ EIN IRS Form with EIN Number
- ☐ Any other documents or certificates as reasonably requested by VCC or required under state law.

If the property is located in a state other than the state in which the company is incorporated, the following documents issued from the state in which the property is located shall also be provided:

- ☐ A filed Certificate of Authority (or equivalent document) showing the company is properly registered in that state.
- ☐ A Certificate of Good Standing (or equivalent document) dated within 60 days of the loan closing.

If the company's ownership includes a non-natural person, documents concerning that entity may also be required to be submitted for review.