



## ***Express Loan Documentation Checklist***

Follow the steps below to apply. Please note that applications are only considered when all documentation is gathered. If you need assistance, contact a CommunityWorks representative (contact information below).

### **1. Gather the following information**

- Copy of a government issued photo ID for all applicant(s)
- If LLC/Partnership/Corporation, a copy of the Business Operating Agreement or Articles of Incorporation
- [Three Personal References](#)
- [Loan Request Detail Form](#)
- [Personal Financial Statement](#) if owner is married, PFS should include the spouse
- [Personal Cash Flow](#)
- Business Plan, if available, or complete the [Business Summary](#) form
- Most recent year's Federal tax return with all household W-2s

### **2. [Complete this brief online application.](#)**

**Once steps one and two are completed a CommunityWorks loan officer will be in touch with you within 2 business days.**

**At any time during the review and underwriting process, we may request additional information and/or documentation. Applications will not be considered complete until all documents are gathered.**

Contact CommunityWorks Loan Officers for assistance:

**Email:** [loaninfo@cwcarolina.org](mailto:loaninfo@cwcarolina.org) **Phone:** 864.235.6331