

FILE SUBMISSION CHECKLIST

The following list represents the items and information we require prior to submitting your transaction to our underwriting department. Once we've received all of the items listed below, our typical turnaround time is approximately 7-10 business days; however, this is subject to change depending on volume. Please note, this list only represents the items needed in order to begin the process. Additional information will be needed as your transaction progresses through the underwriting process.

1. Aegis Application Form
2. Short Sale Transaction Worksheet
3. Copy of Drivers License
4. Articles of Incorporation/Organization
5. Bylaws/Operating Agreement
6. Certificate of Good Standing (as of transaction date)
7. Resumes of all Principals and/or Authorized Signers
8. Brief Narrative Describing Business Plan
9. Fully Executed A-B Contract (with all Addendums if applicable)
10. Signed Approval Letter from A-Seller's Lender
11. Affidavit of Understanding: Signed and Notarized
12. All Investor Disclosures (e.g., Intent to Sell at Profit, etc.)
13. Fully Executed B-C Contract (with all Addendums and Disclosures)
14. Verification of C-Buyer Deposit (Min. Deposit of 3%)
15. Approval Letter from C-Buyer's Lender
16. A-B and B-C Preliminary HUD-1 Closing Statements
17. Aegis Valuation and Analysis Fee (\$400 for first deal; \$250 for each deal thereafter)

Email this worksheet and all docs to: info@aegisrepartners.com