

BERTONA STEPS

OWNERSHIP DOCUMENT REQUEST

Please provide the documents requested below no later than Friday _____. We have enclosed a link to a shared folder for ease of transfer.

[OWNERSHIP DOCUMENT REQUEST](#)

AGREEMENT:

- Operating Agreement
- Certificate of Formation
- Loan Documents
- Purchase & Sale
- Instructions: Security Deposit

CONTACT INFORMATION:

- Owners
- Tenant

BANK ACCOUNT INFORMATION:

- Copy of ID | Passport
- Corporate Resolution
- Ownership W9
- New Bank Account Form

DOCUMENTS:

- Leases

ACCOUNTING:

- A/R Report
- A/P Report
- Balance Sheet
- General Ledger
- Invoices Outstanding
- Loan Statements