



Submission Checklist

The following is a list of items required to process your commercial loan.

Property Information

Description of the prospective mortgage loan request

- Desired loan amount
 - Estimated current as-is value of property
 - Estimated as-completed value
 - Sources and uses of funds
 - Budget and exit strategy
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Description of the subject property

- Location
 - Size/square footage (specify both gross and net, if applicable)
 - Number of units
 - Survey/site plan
 - Floor plans (if applicable)
 - Photos of subject property
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Provide income/expense statement for the property

- Annual property taxes
 - Insurance
 - Water/sewer taxes
 - Fuel and electricity
 - Maintenance/repairs
 - If available supply property operating statements for the past two (2) years.
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Current Rent Roll (if applicable)

- Breakdown of unit types (residential/ commercial)
 - Itemize regulated units (controlled, stabilized)
 - Lease escalations and expirations
 - Unit numbers, tenant names, room/bathroom count, etc.
 - For retail, office or industrial properties also provide unit square footage, base rent and description of any pass-through expenses absorbed by tenant.
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If Acquisition

- If acquisition, provide copy of fully executed contract of sale.
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If Refinance

- If refinance, provide summary of current financing, price originally paid for property and date of purchase.
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If Subordinate Loan Request

- If subordinate loan request, provide copy of first mortgage loan offer/commitment.
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Borrower Information

Background Info

- Background of the Borrower(s) / Developer(s) / Principal(s) / Manager(s) including relevant experience (current projects, properties owned, and past projects completed. If condo renovation or development provide info on prior experience).
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Credit Report Authorization

- Please complete our Credit Report Authorization form
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Personal Financial Statement for each Borrower/Principal.

- Please complete our Personal Finance Statement form