Investment Property

Loan Application Checklist



Property Information

- _____ Rent roll summarizing the current leases see attached.
- Copy of all leases. Please provide a complete copy.
- Physical description of the property. Provide relevant information on the building and land size, age, type of construction, address, parking ratio, warehouse height, electrical power, etc. A real estate marketing brochure might have most of this information, or even better, if you have an old appraisal please provide that.
- *Purchase Transactions:* A copy of your fully executed purchase agreement. (If the executed copy is not available, provide a statement estimating the purchase price for our analysis.)
- _____ *Refinance Transactions:* Copies of your most recent monthly statement(s) and promissory note(s) on the loan(s) you want to refinance.
- _____ Photographs of the property (if readily available, otherwise we will take them).

Provide the following financial reports on the property. Make sure capital improvements are not listed as operating expenses. A form is provided for your convenience if you need it.

- _____ Last two completed year-end operating statements.
- _____ Current year-to-date operating statement.

Information on Individual Buyers (Managing members, general partners, 20% owners, etc)

- Last three personal <u>Federal</u> tax returns. If the latest return is on extension, provide a copy of the extension request. **Please include all schedules and K-1's.**
- If you don't have a tax return filed for the last completed calendar year, provide a copy of all W-2 and K-1 forms for that year.
- _____ Current personal financial statement. Please use the attached form.
- _____ Schedule of Real Estate Owned.
- _____ Resume on each owner above, with special reference to experience owning or managing real estate.
- _____ Completed ÖP Á2 a) & * Credit Authorization Form on each owner above.
- "Owners and Officers Form" for each corporation, LLC, and partnership in which you own a part.

Information on the Buying Entity. If you will take title to the property in a LLC, partnership of corporation, provide the following:

- _ Last three <u>Federal</u> tax returns. (if pre-existent).
- If you don't have a tax return filed for the last completed fiscal year, provide an internally prepared financial statement for that full year.
- Interim financial statement, including income statement and balance sheet through the end of a recent month.
- Copy of your organizational documents: please provide the following documents that apply to the entity that will hold title to the real estate:
 - Corporation Articles of Incorporation, By-Laws.
 - LLC Articles of Organization (LLC-1), Operating Agreement.
 - Partnership Partnership Agreement, Statement of Partnership (GP-1) or Certificate of Limited Partnership (LP-1).
 - Trust Copy of Trust or a Certificate of Trust.

Information on the Tenants

Financial statements will be required on every major tenant in the building, which is required of them in most standard leases. Request from these companies: (1) the two most recent year end financial statements, including a balance sheet and income statement and (2) an interim, year to date financial statement through a recent month end. If you cannot obtain these, discuss it with us immediately. The extent of this requirement varies from lender to lender.

Return all items to



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Rent Roll

Property Address:

Dated as of:

	Suite	Lease	Lease	Rental	Square	Rent		aid by Owner	Paid by Owner=O or Paid by Tenant = T	Tenant = T		
Tenant Name	#	Start	Expiration	Amount	Feet	Per Sq.Ft.	Taxes	Insurance	Maintenance	Utilities	Janitorial	Lease Options
			Totals									

Signature of Current Owner

Date:

Owners and Officers

Please complete this form for each business you own and for the entity that will own the subject property.

Name of Entity:

1. OFFICERS (If a corporation)

President

Vice President

Secretary

Treasurer

2. MANAGING MEMBERS (If a LLC) Or DIRECTORS (If a corporation)

Name	
Name	
Name	
Name	
Name	

3. OWNERS (All entity types)

Name	% Ownership
TOTAL	

PERSONAL FINANCIAL STATEMENT

Financial Condition as of _____, 20____

Borrower Full Name:				C0-Borrower Full Nar	ne (Spouse)):	
Street Address:				Street Address:			
City, State, Zip:				City, State, Zip:			
Since:	Own: Yes /	No	Rent: \$ /mo	Since:	Own: Yes /		Rent: S /mo
Previous Address (if I	ess than 5 y	ears at pres	sent):	Previous Address (if I	ess than 5 y	/ears at prese	nt):
City , State, Zip:				City , State, Zip:			
Since:	Owned: Yes /	No	Rented: Yes / No	Since:	Owned: Yes /		Rented: Yes / No
Social Security #:		Date of Bir	th:	Social Security #:		Date of Birth	1:
Res. Phone:		Bus. Phon	e:	Res. Phone: Bus. Phone:			
Employer:		Employer:					
Position or Occupation: How Long:		How Long:	Position or Occupation: How Long:				
Business Address:				Business Address:			
City, State, Zip:				City, State, Zip:			
Marital Status: Unmarried		Married	Separated	Marital Status: Unmarried		Married _	Separated

Assets	In Dollars	Liabilities	In Dollars
Cash on hand – see Schedule A		Notes payable to banks	
Marketable securities – see Schedule B		Notes payable to other institutions	
Non-marketable securities – see Schedule B		Due to brokers	
Securities held by broker in margin accounts		Amounts payable to others – secured	
Restricted, control, or margin account stocks		Amounts payable to others – unsecured	
Retirement Accounts, IRA's – see Schedule A		Accounts and bills due	
Real Estate Owned – see Real Estate Sch.		Unpaid income tax	
Accounts, loans, and notes receivable		Other unpaid taxes and interest	
Automobiles present value		Real estate mortgages payable – see Sch.	
Other personal property		Credit cards	
Life insurance – cash surrender value		Auto loans	
Other assets - itemize		Other liabilities - itemize	
		Total Liabilities	
		Net Worth	
Total Assets		Total Liabilities and Net Worth	

Combined Annual Income and Expenses

Annual Income for year ended	Annual Expenditures
Salaries	Rent
Bonuses	Mortgage payments
Commission	Real estate taxes
Dividends & Interest	Insurance payments
Net real estate income	Homeowners assoc. dues
Other income - itemize	Alimony, child support
	Other expenses - itemize
Total Income	Total Expenditures

If you answer "yes" to any of the following questions, please provide an explanation on a separate sheet.

1.) Are you a Co-Maker, endorser or guarantor of any other person's debt? Yes _____ No _____

2.) Are there any outstanding judgments against you? Yes _____ No _____

3.) Have you ever been the subject of bankruptcy case? Yes _____ No _____

4.) Are you a party to a lawsuit? Yes _____ No _____

5.) Are you obligated to pay alimony, child support or separate maintenance? Yes _____ No _____

6.) Is any part of the down payment borrowed? Yes _____ No _____

7.) Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment? Yes _____ No _____

8.) Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation bond, or loan guarantee? Yes _____ No _____

9.) Are you a U.S. Citizen? Yes _____ No _____

10.) Are you a permanent resident alien? Yes _____ No _____

Schedule A – list every cash, saving, CD, Retirement and IRA accounts below.

Name of Institution	Address	Account Number	Balance

Schedule B – list all securities / brokerage accounts below. Alternatively, you may attach a recent monthly statement with the same detail as requested below

No. of Shares	Description	Registered in Name(s) of	Listed or Unlisted	Current Market Value

Borrower Signature:

Date Signed: _____

Co-Borrower Signature: _____

Date Signed: _____

SCHEDULE OF REAL ESTATE OWNED

If percentage of ownership in any property is less than 100%, indicate other owners and their percentage of ownership in the remarks section at the bottom	than 100%, indic	ate other owners and th	eir percentage of owners	ship in the remarks section at the bottom								
Property Address	% of Ownership	Type of Property	Acquisition Date/Cost	of	Loan Number	Market Value	Balance of Mortgages	Vacant (1	(1) Annual Rental	(2) Annual Expenses	(3) Annual Loan Pmnt (incl. Int.)	Net Income: (1) minus (2) & (3).
			Date:				1st T.D.					
-			в				2nd T.D.					
			Date:				1st T.D.					
2			ю				2nd T.D.					
			Date:				1st T.D.					
3			6				2nd T.D.					
			Date:	1			1st T.D.					
4			ю				2nd T.D.					
			Date:	L			1st T.D.					
ß			\$				2nd T.D.					
			Date:				1st T.D.					
9			ю				2nd T.D.					
			Date:				1st T.D.					
7			ю				2nd T.D.					
			Date:				1st T.D.					
8			ю				2nd T.D.					
							-					

Date

Remarks:

Signed

AUTHORIZATION TO INVESTIGATE CREDIT

I/We hereby authorize DH Financing to investigate our credit with the credit rating agencies. I/We further authorize DH Financing to release credit and financial information to any lender or agency that may potentially be involved in our loan(s) request.

I/We hereby certify that the information provided to DH Financing is valid and correct to the best of my/our knowledge.

Signature	Social Security #	Date
Signature	Social Security #	Date
Printed Name(s):		
Address:		
-		

Please note: You may provide a recent copy of your credit report in lieu of authorizing DH Financing to run the report. However, this form must still be signed.

Return all items to



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