## -----

# **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, amenities, etc.
- \_\_\_\_\_ Purchase Transactions: Copy of the fully executed purchase agreement.
- \_\_\_\_\_ *Refinance Transactions:* Copies of your most recent monthly statement(s) and promissory note(s) on the loan(s) you want to refinance as
- \_\_\_\_\_ Copy of the current property tax bill.
- \_\_\_\_\_ Photographs of the property (if readily available, otherwise I will take them)

Provide the following financial reports on the property. Make sure capital improvements are not listed as operating expenses.

- Last two year end income and expense statements. (Use the form provided if necessary).
- \_\_\_\_\_ Current year-to-date income and expenses statement. (Use the form provided if necessary).

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

- Last three <u>Federal</u> tax returns on each managing member, general partner or major owner. 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 ownership entity**. If you will own the property in a LLC, partnership or corporation, provide the following:

- \_\_\_\_\_ Last three Federal 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, Statement of Domestic Stock Corporation
  - 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 <u>or</u> a Certificate of Trust.

# Return all items to



**8 < ∶ ]bUbW]b[** 8646 Hollywood Blvd. Los Angeles, CA 90069

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## MULTIFAMILY RENT ROLL

BORROWE	R / GUARANTOR:												
PROPERTY ADDRESS:				I		CITY:			STATE:		ZIP:		
TOTAL NU	TOTAL NUMBER OF UNITS: NUMBER (			OF VACANT UN	ITS:	NUMBER OF FURNIS	SHED UNITS: NUMBER OF UNFURNISHED UNITS:		NUMBER OF SECTION 8 UNITS:				
APT. #	Address	TENANTS NAME	BDR	BATH	Sq. Feet (approx.)	STATUS	CURRENT RENT IN PLACE	OCCUPANCY DATE	LEASE EXPIRATION	DATE LAST RENT INCREASE	FURNISHED (Y / N)	SECTION 8 (Y / N)	ANY RENT CONCESSIONS
		MONTHLY RENT SCHEDULE											
MONTHLY KENT SCHEDULE MONTHLY LAUNDRY INCOME:			-	What utiliti	ies are include	d in rent?							
(Must show on Income/Expenses)				Electricity	/	Cable T∖							
MONTHLY GARAGE INCOME:				Garbage	e	Water	r	Heat					
	OTH	ERS:	-			Is the prop	perty subject to	rent control	?		_		
	TOTAL GROSS MONTHLY INCOME:				-	lf Yes, what	at is the currer	nt allowable ir	ncrease per ye	ear?			

Signature of Current Owner

#### **Income and Expense Statement**

#### Property Address:

Annual In	ncome	Year to Date	Year End	Year End
Т	otal Scheduled Rents (100% occupied)			
A	ctual Rents Collected			
Т	enant Reimbursement Expenses Collected			
0	Other Collected (Laundry, Garage, Misc.)			
Total Income Collected				

#### **Fixed Annual Expenses**

Real Estate Taxes		
Other Taxes and Assessments		
Insurance		
Licenses		
Other		

#### **Operational Expenses**

Fuel / Gas		
Electricity		
Water & Sewer		
Trash Removal		
Cable TV		
Pest Control		
Building Maintenance & Repairs		
Interior & Exterior Decorating		
Clenaing Expenses		
Supplies		
Pool Service		
Elevator Maintenance		
Parking Area Maintenance		
Gardening		
Janitorial		
Non-Resident Management		
On-Site Management		
Advertising / Telephone / Bank Charges		
Legal & Audit		
Other		

#### Net Income before Replacement Reserves

#### Replacement Reserves (Non-Recurring Expenses)

Carpet / Drapes / Blinds		
Appliances / Furniture		
Heating & Air Conditioning		
Roof		
Other		
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#### Net Income after Replacement Reserves

# **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:	Borrower Full Name:				C0-Borrower Full Name (Spouse):				
Street Address:				Street Address:					
City, State, Zip:	City, State, Zip:				City, State, Zip:				
Since:	Own: Yes /	No	Rent: \$ /mo	Since:	Own: Yes /		Rent: S /mo		
Previous Address (if I	Previous Address (if less than 5 years at present):				ess than 5 y	/ears at prese	nt):		
City , State, Zip:	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. Phon					
Employer:				Employer:					
Position or Occupatio	n:		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			¢				2nd T.D.					
			Date:				1st T.D.					
4			ŝ				2nd T.D.					
			Date:	L			1st T.D.					
5			ø				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.					
ω			ю				2nd T.D.					
							-					

Date

Remarks:

Signed

# **AUTHORIZATION TO INVESTIGATE CREDIT**

A where by authorize  $\ddot{O}PA \partial a$   $\dot{a} \otimes a$   $\dot{a} *$  to investigate our credit with the credit rating agencies. I/We further authorize  $\ddot{O}PA \partial a$   $\dot{a} \otimes a$   $\dot{a} *$  to release credit and financial information to any lender or agency that may potentially be involved in our loan(s) request.

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 ÖP ÁØa æ & Åo run the report. However, this form must still be signed.

Return all items to



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**Diana Hallal** 949.300.5555 diana@dhfinancing.com