
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



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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.					
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			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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