# **Construction Loan Application**

**Renovation and Ground-up Construction Projects** Loan Application Checklist



### **Project Information**

- Physical description of the land and current improvements: size, location, use, type of construction, etc.
- \_\_\_\_\_ Description of the proposed building after construction/renovation; provide relevant information on the building features, parking ratio, number of units, etc.
- Photographs of the property as it stands today (if readily available, otherwise we will take them) Rendering or plans for the proposed building
- Construction cost estimate. If you already have a contract, please provide, otherwise please provide your best estimate. This construction cost breakdown should be as detailed as possible, separating hard and soft costs. Identify how much has already been spent on the project.
- Information on your contractor and a copy of your contract (if executed). Be sure to include your contractor's resume that elaborates on projects that are similar to yours.
- \_\_\_\_\_ Information on your architect and a copy of your contract (if executed).
- \_\_\_\_\_ Copy of quotes or estimates on Builder's Risk Insurance or "WRAP" insurance (if available).
- Proof of payment for all expenses incurred on the project to date (receipts and canceled checks).
- \_\_\_\_\_ A timeline outlining the construction process to completion.
- Explain the approval status. Have you submitted plans or obtained any approvals yet? What permits and approvals will be required?
- \_\_\_\_\_ Detailed marketing/leasing plans for the property. Make specific reference to pro-forma income and expenses. Also include a pro-forma rent roll.
- \_\_\_\_\_ Market comparable information. What is the market vacancy factor and what are competing properties leasing for?
- \_\_\_\_\_ If there is current debt on the property, provide a copy of the promissory note and current monthly bank statement.

### Information on Borrowers (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, managing and developing real estate.
- Completed DH Financing 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 personal <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, 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 or a Certificate of Trust.

# Return all items to



**DH Financing** 8646 Hollywood Blvd. Los Angeles, CA 90069

Diana Hallal 949.300.5555 diana@dhfinancing.com

www.dhfinancing.com

# **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 Occupatio	n:	How Long: Position or Occupation:		n:		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			<del>6</del>				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



**DH Financing** 9100 Wilshire Suite 400W Beverly Hills, CA 90212

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