Conventional Real Estate Loans

Owner Occupied Properties

Loan Application Checklist



Business Information

- *_____<u>Federal</u> tax returns on your main business. Provide the last three filed, including all schedules and forms. If your latest return is on extension, provide a copy of the extension request.
- *_____ 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.
- *_____Year-to-Date financial statement on your business, including Profit & Loss and Balance Sheet through the end of a recent month. Provide your latest prepared statement. Before submitting the loan we will need a statement not more than 60 days old.
- Agings of accounts payable and accounts receivable. These reports should ideally report the totals on the same month-end date as your interim financial statement. If you cannot run the report for that date, provide one more recent.
- * _____A schedule listing your business debts. Include fixed debt, lines of credit, shareholder notes and <u>capital</u> leases of the business. The debt balances on this form must match the liabilities on your interim financial statement. Either use the form in this package or provide your own with exactly the same information.
 - _____ Bank statements from the last two months.
- *_____ Information on other businesses you own. Provide the last three federal tax returns, an interim financial statement and a schedule of business debt on each other business you own a 20% interest in.
- *_____ "Owners and Officers Form" for each corporation, LLC, and partnership in which you own a part.

Company Formation Documents – please provide the following documents that apply to the company that will occupy the real estate as well as for the entity that will hold title to the real estate:

- _____ Corporations: Articles of incorporation, By-Laws, copies of issued stock certificates.
- _____ LLCs: Articles of Organization (state form LLC-1), Operating Agreement
- Partnerships: Partnership Agreement, Statement of Partnership (state form GP-1) or Certificate of Limited Partnership (state form LP-1).
- _____ Trusts: Copy of a Certificate of Trust or trust synopsis.
- _____ Fictitious Business Name Statement (if you have any DBAs).

Information on Owners with a 20% Interest

- *_____<u>Federal</u> tax returns last <u>three</u> filed. If your 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.
- *_____ *Personal Financial Statement*. Spouses **must** also sign this form, even if they are not owners. Bank statements from the last two months.
- *____ ÖP ÁØa æ &a * Authorization to Investigate Credit form signed by each owner and each spouse.

Transaction Information

- ____ Purchase Transactions: Copy of fully executed real estate 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
 - ____ If loan will finance construction, we need information in four stages:
 - a. Before submitting for loan approval, a rough estimate on what the highest cost might be.

* Indicates items required before you can be prequalified.

- b. Within 2 weeks, a line item estimate from a contractor, estimating what the highest cost might be. We also need a space plan at that time.
- c. About a month before close of escrow, a final signed contract with your builder.
- d. Before close of escrow, construction permits will probably be required.

____ If the property has existing tenants, copy of all leases.

Return all items to



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Diana Hallal 949.300.5555 diana@dhfinancing.com

www.dhfinancing.com

* Indicates items required before you can be prequalified.

BUSINESS DEBT SCHEDULE

COMPANY NAME: Month End:

List below all business debts: term loans, lines of credit, shareholders' notes, capital leases, etc. This information should match your most current balance sheet being submitted as part of this application. Do not include accounts payable.

CREDITOR	Original Date	Original Amount	Present Balance	Interest Rate	Monthly Payment	Maturity Date	Collateral/Security
Total Balance							

I declare under penalty of perjury that these statements are true and correct.



By:

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 Name (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 less than 5 years at present):			
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:	Res. Phone: Bus. Phone:		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



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

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