

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 Federal 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 OPAs & CAAs * 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 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.
 - 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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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	

Signature

Date

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 / No	Rent: \$ /mo
Previous Address (if less than 5 years at present):			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 / No	Rented: Yes / No
Social Security #:	Date of Birth:		Social Security #:	Date of Birth:	
Res. Phone:	Bus. Phone:		Res. Phone:	Bus. Phone:	
Employer:			Employer:		
Position or Occupation:		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	

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

Property Address	% of Ownership	Type of Property	Acquisition Date/Cost	Name and Address of Lenders of Mortgages	Loan Number	Market Value	Balance of Mortgages		% Vacant	(1) Annual Rental	(2) Annual Expenses	(3) Annual Loan Pmnt (Incl. Int.)	Net Income: (1) minus (2) & (3).
							1st T.D.	2nd T.D.					
			Date: _____ \$ _____										
1			Date: _____ \$ _____										
			Date: _____ \$ _____										
2			Date: _____ \$ _____										
			Date: _____ \$ _____										
3			Date: _____ \$ _____										
			Date: _____ \$ _____										
4			Date: _____ \$ _____										
			Date: _____ \$ _____										
5			Date: _____ \$ _____										
			Date: _____ \$ _____										
6			Date: _____ \$ _____										
			Date: _____ \$ _____										
7			Date: _____ \$ _____										
			Date: _____ \$ _____										
8			Date: _____ \$ _____										

Remarks: _____

Signed _____ Date _____

