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 <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 or managing real estate. Completed ÖP Á 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 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

• Trust – Copy of Trust or a Certificate of Trust.

Partnership (LP-1).

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



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

Diana Hallal 949.300.5555 diana@dhfinancing.com

www.dhfinancing.com

Rent Roll

Lease Options Janitorial Paid by Owner=O or Paid by Tenant = T Insurance Maintenance Utilities Taxes Dated as of: Per Sq.Ft. Square Feet Rental Amount Lease Expiration Lease Start Suite # **Tenant Name** Property Address:

Signature of Current Owner

Totals

Date:

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:		
OFFICERS (If a corporation)		
President		
Vice President		
Secretary		
Treasurer		
2. MANAGING MEMBERS (If a LLC) or	DIRECTORS (If a corporate	tion)
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:		Rer	nt:	Since:	Own:		Rent:			
	Yes /	No	\$	/mo		Yes /	No	\$	/mo		
Previous Address (if le	ess than 5 y	ears at pre	esent)	:	Previous Address (if	less than 5 y	ears at pre	sent):			
City , State, Zip:					City , State, Zip:						
Since:	Owned: Yes /	No		nted: Yes / No	Since:	Owned: Yes /	No	Rented: Yes / No			
Social Security #:	100 /	Date of B		100 / 110	Social Security #:	100 /	Date of Bi		7 110		
coolai coolaiii, ni		2 4.10 5. 2.					2 410 5. 2.				
Res. Phone:		Bus. Phor	ne:		Res. Phone:		Bus. Phor	ne:			
Employer:					Employer:						
Position or Occupatio	n:			How Long:	Position or Occupation	on:		How I	_ong:		
Business Address:					Business Address:						
City, State, Zip:					City, State, Zip:						
Marital Status:					Marital Status:						
Unmarried		Married		Separated	Unmarried	[Married	Se	eparated		
A	ssets			In Dollars	Lia	bilities		In	Dollars		
Cash on hand – see S	Schedule A				Notes payable to bar						
Marketable securities	– see Sche	dule B			Notes payable to other						
Non-marketable secu	rities – see	Schedule E	3		Due to brokers						
Securities held by bro	ker in marg	in accounts	5		Amounts payable to						
Restricted, control, or	margin acc	ount stocks	5		Amounts payable to						
Retirement Accounts,	IRA's – see	e Schedule	Α		Accounts and bills du	ie					
Real Estate Owned –	see Real E	state Sch.			Unpaid income tax						
Accounts, loans, and	notes receiv	vable			Other unpaid taxes a	Other unpaid taxes and interest					
Automobiles present	value				Real estate mortgage	es payable –	see Sch.				
Other personal prope	rty				Credit cards						
Life insurance – cash	surrender v	/alue			Auto loans						
Other assets - itemize)				Other liabilities - item	ize					
			- 1		Total Liabilities						
Total Assets					Net Worth Total Liabilities and						

C	ombi	ned A	∆nnual	Income	and	Expense	2
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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

lf١	vou answer "	ves" to a	nv of the follo	wina auestions	s. please	provide an ex	planation on a s	eparate 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, o 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

_															-		—	7		
	Net Income: (1) minus (2) & (3).																			
	(3) Annual Loan Pmnt (incl. Int.)														_					
	(2) Annual Expenses																			
	% Vacant (1) Annual Rental																			
	% Vacant																			
	Balance of Mortgages	1st T.D.	2nd T.D.																	
	Market Value		2		2	-	2		2		2		2	-	2	1	2			Date
	Loan Number																			
ship in the remarks section at the bottom	Name and Address of Lenders of Mortgages																			
eir percentage of owner	Acquisition Date/Cost	Date:	↔	Date:	ь	Date:	ь	Date:	ь	Date:	₩	Date:	₩	Date:	÷	Date:	€9			
ate other owners and th	Type of Property																			
n 100%, indic	% of Ownership																			
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																	Remarke	1 I	Signed
If perce			~		8		က		4		2		9		7		8			

AUTHORIZATION TO INVESTIGATE CREDIT

I/We hereby certify that the information provided to DH Financing is valid and

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.

Signature

Social Security #

Date

Signature

Social Security #

Date

Printed Name(s):

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

Address:



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

Diana Hallal 949.300.5555 diana@dhfinancing.com