

Multifamily / Commercial / Hospitality & Gas Stations

Preliminary Approval Document List

The following are the minimum documentation requirements for a preliminary analysis of a commercial or multifamily property's financing request. Additional information may be required later.

PROPERTY INFORMATION SELLER TO PROVIDE

- 1. Profit & Loss statement for the last three years and Year to Date.
- 2. Copy of current Rent Roll or Lease Summary for Retail & Office.
- 3. Color photographs. Front, Rear, Side views and street scene.
- 4. Property profile.(Year built, Square footage, lot size)
- 5. Hospitality, please include ADR & Occupancy breakdown for 3 years & YTD.(Trailing 12)

BORROWER INFORMATION

- 1. Last Three Years Federal Tax Returns, complete with all schedules, including K-1's (if applicable). Returns must be signed and dated.
- 2. If own 20% or more of any corporation they will need three years of corporate tax returns of all corporations, Articles of Incorporations and By-Laws.
- 3. Year to Date Corporate & Personal Financial Statements and Balance Sheets
- 4. Three months of bank statements of all personal and corporate accounts.
- 5. Purchase transaction needs a copy of signed Purchase & Sale Agreement and Proof of Funds.
- 6. Schedule of Real Estate Owned.(form available)
- 7. Applicants for Hotel, Gas Stations, Doctors office please include your detailed resume.

GAS STATIONS. SELLER TO PROVIDE

- 1. Number of fueling stations, grades of gas, card readers and dispensers.
- 2. Three years historical Gallons Pumped & Cents per gallon margin.
- 3. Three years C-Store sales, square footage and profit margin, Year built.