

**ITEM REQUESTED**

- Business Plan/Proforma
- Copies of Business Licenses, Patents, Permits etc.
- Legal Description
- Option to Purchase/Earnest Money Agreement
- Borrower and Guarantor's Signed Financial Stmts.
  - audited - current within twelve months
  - un-audited - current within six months
- Signed Federal Income Tax Returns for prior three years
- Borrower's Statement of Source and Amount of Equity Funds
- Resume on Borrower/Guarantors
- Construction Contract
- Contractor's Cost Breakdown
- Developer's Cost Breakdown
- Financial Statement and Resume of Contractor
- Income and Expense Statement (past three years or pro-forma)
- Rent Roll
- Ground Lease
- Tenant Leases/Letters of Intent to Lease
- Financial Statements on Major Tenants
- Feasibility Study
- MAI Appraisal
- Architect's Rendering
- Three Sets of Preliminary or Final Plans and Specifications
- Management Agreement
- Resume of Management Company
- Organizational Documents of Borrowing Entity, (Partnership Agreement,  
 Joint Venture Agreement, Articles of Incorporation and By-Laws)
- Preliminary Title / Old title report if available
- Market Absorption Study
- Survey
- Owner/Architect Agreement
- Soils Report / Seismic
- Environmental PHASE I REPORT
- Certificate of Occupancy
- Payoff Statement of Underlying Loan(s)
- Social Security Number/Tax ID Number
- Last two years of Operating Statement
- Copy of current Note, DOT, Lenders name address and phone
- Application Deposit
- \_\_\_\_\_
- \_\_\_\_\_