

Loan Rep _____

Phone Number _____

Commercial Financing Pre-Qualification Form

Section 1 LOAN REQUEST

Type of Loan:

Commercial Mortgage Construction Loan Term Loan Equipment Loan

Line of Credit Other _____

Amount: \$ _____ Term / Amortization Requested _____

Purpose: _____

Section 2 PERSON or ENTITY APPLYING for CREDIT

Name(s) of Individual(s) or Business:

Address(es): _____

Street City State Zip Code: _____

Borrower Type:

Limited Liability (LLC) 'S' Corporation 'C' Corporation Not-for Profit

Individual Partnership Trust Other _____

Borrower(s) EIN Number (social security number if individual)

Section 3 REAL ESTATE COLLATERAL

Purchase of Real Property Refinance of Real Property Construction Loan

Address: _____

City

State

Zip Code

Property Description:

Apartment Residential Office Bldg. Office/Professional Condo Mixed Use Retail Industrial

Warehouse Self-Storage Shopping Center Land Hotel/Motel Ground Lease

Property Owners: _____

Date of Purchase: _____ Purchase Price: _____ Est. Market

Value: _____

Lot Size: _____ Building Size: _____ Number of Units: _____

Lot #: _____ Block #: _____ Flood Zone: Y / N Annual Real Estate Taxes: \$ _____

Current Mortgages Outstanding

Lien	Amount Original / Balance	Rate	Monthly Payment	Taxes/Ins. Included in Payment? (Yes/No)	Maturity Date	Lender
1 st						
2 nd						
3 rd						

Is there a prepayment penalty? If so, how much? \$ _____ or _____ %

Section 4 OTHER COLLATERAL

Accounts Receivable: (Please attach most current Aging Report)

Total \$ _____ Valuation Date _____

Inventory:

Total \$ _____ Valuation Date _____

Equipment:

Description _____

Value \$ _____ New / Used _____ (Attach invoice if new)

Other:

Description _____

Value \$ _____ Valuation Date _____

- Personal Financials:** All principals, partners, sole-proprietors and guarantors must complete a current personal financial statement form. This form is attached and can be reproduced as necessary. Complete as indicated, using additional pages for detail. Individuals should be sure to date and sign each form and any additional pages.
- Personal Tax Returns:** All principals, partners, sole proprietors and guarantors must submit signed copies of their last two (2) years tax returns, including any supporting schedules.
- Business Financials:** 3 years. Each fiscal year-end statement should be prepared by an independent public accountant, (preferably a Certified Public Accountant) and signed and dated by the principal owners or Chief Financial Officer of the business entity. If no statements prepared submit only business tax returns.
- Business Tax Returns:** 3 years
- Rent Roll / Leases/** For an income-producing property, provide copies of current rent roll and all current leases, Expenses: as well as expense statements. (See attached Schedule A)
- Documentation:** Copy of Deed or Contract of Sale
- Business/Bank References:** Attach company name, telephone number and contact name for three major trade suppliers, business or bank references.
- Business Ownership:** Name, legal address and form of organization of the borrowing entity, including certification as to the names and addresses of the principal(s) and percentage of ownership.
- Name, address and telephone number of applicant's attorney:**

NOTES:

- Provide description of the specific project and overall development
- Present use of site; status of existing construction project
- Preliminary building and site plans with construction specifications
- Approved final plans for project
- Projected cost breakdown, including direct building cost, land site preparation, paving, interest, taxes, professional fees (and other “soft costs”), brokerage fees, etc.
- Name and address of general contractor (if applicable)
- Name, address and telephone number of architect
ADDITIONAL DOCUMENTATION: Under certain circumstances, the following information may be required:
 - Resumes and qualifications of company principals and guarantors
 - Interim business statements, if fiscal statements are more than six (6) months old
 - Aging of accounts receivable and accounts payable
 - Financial projections
 - Current Jobs in Progress Report
 - Financial projections

DO NOT ORDER AN APPRAISAL. IT WILL BE ORDERED BY THE BANK AT THE APPLICANT’S EXPENSE.

DO NOT ORDER AN ENVIRONMENTAL STUDY. IT MAY NOT BE NECESSARY DEPENDING ON THE NATURE OF THE PROJECT.

Section 7 FINANCIAL QUESTIONS

- Yes No Are there any obligations not listed on the financial statements for which you or your business is an endorser, guarantor or co-maker? If yes, what is the total liability?
- Yes No Is your business a party to any claim or lawsuit?
- Yes No Have you or any of the principals or this business ever owned or operated a business which declared bankruptcy?
- Yes No Does your business owe taxes for years prior to the current year?

If you answered yes to any of the above questions, please provide the details as an attachment to this application

Section 7 CREDIT AUTHORIZATION

The undersigned certifies that I / we have full authorization to sign this application, affirming my / our intent to apply for credit and that all of the information contained herein is true and correct in all respects. The undersigned agrees that this Bank may obtain or share credit information regarding the business, its owners, principals or guarantors, in considering this request or extending credit because of the request. The undersigned grants permission to Agent & Affiliates to supply any or all of the information and financial data given by us to any potential, present or future institutional loan participant in connection with this application. I/we agree to notify you immediately in writing of any changes affecting the information herein.

NAME(S) OF APPLICANT(S) or GUARANTOR(S) or AUTHORIZED SIGNER(S):

Print Name	Signature	Date	Title
Print Name	Signature	Date	Title
Print Name	Signature	Date	Title
Print Name	Signature	Date	Title

	Property A	Property B	Property C
Type of Property			
Address of Property			
ANNUAL INCOME			
Monthly Income			
Annual Income			
Annual Expenses			
Advertising			
Auto and Travel			
Cleaning and Maintenance			
Commissions			
Commissions			
Legal and Professional			
Management Fees			
Repairs			
Supplies			
Real Estate Taxes			
Utilities			
Other			
Total Annual Expenses			
NET INCOME Annual Income minus Total Annual Expenses			
Mortgage Debt			
Monthly Payments			
Annual Payments			
CASH FLOW Net Income minus annual mortgage payments			

Section 8 Description

Please use this area to provide a brief description and anything that you believe is important (ie. Credit explanations, history of the company, growth expectations, etc...)

Lined area for description input

If you need more space please attach additional sheet

Section 8 Business History

Please provide a brief history of Business

Lined area for business history input

DBA's: _____

Business Website: _____

Main Contact Name: _____ Phone: _____

Cell: _____ Email: _____