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## COMMERCIAL MORTGAGE LOAN CHECKLIST

The List below outlines the information and documentation required by lenders in order to underwrite your loan request.

We work with you, providing the necessary forms, etc. - to put this all together

- o Detailed Property Description**
- o Digital Photos of Property**
- o Current Rent Rolls**
- o Purchase contract and latest closing date, if applicable**
- o Summary of all commercial leases (if any), showing escalations & expirations**
- o 2 to 3 years income tax and financial statements, depending upon lender**
- o Year-to-date profit & loss and balance statement**
- o Personal financial statements for each borrower**
- o Projected cash flow statements for next 12 months**
- o Pro forma for next 12 months / length of loan**
- o Bios on all principals describing commercial real estate experience**
- o Collateral sheet**
- o Well written business plan ( if new business )**
- o Signed Fee agreement between broker and borrower**
- o Site Plan or Property Survey, if available**
- o Evidence of Zoning, conforming or non-conforming use**
- o Environmental Questionnaire**