

1. Past 2 years Individual Income Tax Returns and K1 forms.
2. Past 2 years Corporation or partnership Tax returns if the borrower returns/guarantor owns 25% or more of the business.
3. Borrower(s)/Guarantor(s) resume.
4. Property manager's resume.
5. Name and number of preferred Escrow Company and Title Company
6. Past 3 years operation statements for the subject property.
7. Budget for current year for the subject property
8. Current rent roll for the subject property
9. Most recent 2 months bank statements
10. Most recent statements from stock brokers
11. Zoning Letter for loans in excess of \$1.0 million
12. Copy of termite report (if applicable)
13. Letter regarding purpose of cash out on refinances
14. Certified copy of current rent roll (if producing income)
15. Copies of all items on Preliminary Title Report
16. Copy of existing appraisal for possible deal on current order
17. FULL appraisal (may require 2 full reports)
18. Recent mortgage statements
19. Recent insurance statement
20. Complete application over the phone

1. Executive Summary
2. The Project
 - A. concept
 - B. location (indicate street traffic)
 - C. Market Demand (businesses, employment, migration, buyers, and target markets) for the area
 - D. The current state of the market
 - E. Cost, Savings, Design, and Construction
 - F. Acquisition of the site
 - G. Site zoning
 - H. Project Description
 - I. Budget
 - J. Schedule
 - K. Financing
3. Sales and Marketing
 - A. Marketing
 - B. Sales and marketing staff
 - C. Sales Contracts
 - D. Sales Center
4. Financing Requested Summary
 - A. Equity (Repayment Summary and Profit sharing)
 - B. Preferred Equity / Mezzanine Financing
 - C. Construction Loan (Repayment of construction financing)
 - D. Cost Control
 - E. Audit
 - F. Security
 - G. Appraised Values
 - H. Financing Ratios
5. Exit Plans
 - A. alternative pursuits
6. Land cost vs. Land Value
 - A. Estimated cost per acre
 - B. Summary of Site appraisal
7. Equity request Summary
 - A. use of Equity Funds
 - B. Security of Equity
8. Initial Draw of equity Summary
 - A. Not at risk
 - B. At Risk
 - C. Security Summary
 - D. total initial draw
9. Estimated Equity repayment plan
10. Revenue Projection report
11. Sales Pricing report
12. Conclusion