



Loan Checklist

1. Executive Summary of the Project and Financing Request
2. Borrower's Web Site and/or Project Web Site
3. Borrowing entity's name (US single asset entity)
4. Borrower/Sponsor resume with project development or ownership background
5. Borrower/Sponsor current personal and company financial statements
6. Borrower/Sponsor tax returns for last 3 years
7. Rent Roll (lessee name, suite number, square footage leased, annual rent, expenses reimbursed, lease start/expiration dates, renewal options, rent escalations)
8. Pro-forma profit and loss statement for current year
9. Profit and loss statements — year-to-date & previous 3 years
10. Site plan and survey
11. Franchise agreement
12. Copy of existing appraisal and/or Feasibility Study (if available)
13. Property Brochures and/or listing information
14. Aerial photograph (if available)
15. Existing loan information (lender name, original loan amount, loan balance, interest rate, maturity date, etc.)
16. Sources & Uses of Funds (land, hard & soft cost)
17. Use of proceeds breakdown (refinance, existing loan balance, capital improvements, etc.)
18. Project leases and/or lease briefs
19. Demographics
20. Photographs of subject property — front, rear and sides
21. Letter of Intent or Sales Contract (Please specify)
22. Construction Cost Breakdown
23. Plans and Specifications
24. Septic Tank or Sanitary Sewer (Please specify)
25. Architectural Rendering (if available)

NOTE: PLEASE PROVIDE PDF COPIES WHENEVER POSSIBLE
NOT ALL ITEMS ARE NEEDED FOR A PRELIMINARY QUOTE