

# Commercial Loan Submission Checklist

## Borrower Information:

- Borrower**
- Major Principal(s)**
- Contact**
- Background Summary (including any prior bankruptcies)**

## Loan Information:

### Requested Loan Amount

- Loan Type**
- Loan Term (years)**
- Amortization (years)**
- Existing Debt**
- Anticipated Sources and Uses of Funds**

## Property Information:

- Color pictures of subject property**
- Regional and Local location maps or property Site Plan**
- Aerial Photograph**
- Third Party Reports**
- Purchase Price / Date Purchased or Existing Debt Balance / Lender**

## Market Information:

### Current Market Occupancy

- Current Market Rents by Type of Space (i.e. In-Line, Anchor, Top Floor, etc.)**
- Current Market TI's and LC's by type**
- Subject Property's Sub-Market**

## Property's Operating Information:

- Trailing 12 Operating Statements**
- Past three (3) years property Operating Statements Including Capital Expenditures, TI's and LC's**
- Occupancy associated with prior year and trailing 12 operating statements**
- Current Rent Roll**
- Ground Lease and Analysis, if applicable**
- Schedule of Reimbursements and how they are calculated**
- 3 years sales figures for tenants with percentage rents**