

Information Necessary to Finance a Deal

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Following is a list of items designed to be a reminder list of the types of information and documents you will need to gather for financing your commercial real estate deal.

I. Financing Information

- Desired Loan Amount (\$)
- Desired Loan Type (e.g. Permanent, Bridge/Short-Term,SBA)
- Desired Interest Rate Type (e.g. Fixed or Adjustable)
- Desired Amortization
- Desired Loan Term
- Most Important Loan Features (e.g. Low Loan Fees, Low Interest Rates, Maximum LTV, fast Access)
- Purpose of Financing
- Your Timing for Financing

II. Borrower/Contact Information

- Name
- Company
- Borrowing Entity Type
- Address
- Phone Number, Fax Number, Email
- Borrower's/Contacts Role
- Preferred Method of Contact

III. Property Information

- Property Type
- Property Value (\$)
- Property Name
- Property Address
- Property Description/Sub-Type
- Property Grade (e.g. class A, Cclass B, etc.)
- Construction Type
- Tenant Information and Lease Terms
- Number of Buildings, Stories, and/or Units
- Total Building Sq.Ft. and Lot Size
- Year Built

IV. Third Party Report Information

- Do you have an Appraisal?
- Date of Appraisal
- Appraised Value of Property
- Do you have an Environmental Report?
- Date of Environmental Report
- Do you have a Structural/Engineering Report?
- Date of Structural Engineering Report

V. Property Cash Flow

Income:

- Choose Cash Flow Type (e.g. Last Full Year, Trailing 12 Months, or Pro Forma)
- Annual Potential Gross Rent (\$)
- Other Income(\$)
- Annual Potential Gross Income(\$)
- Actual Vacancy Percent(%)
- Annual Effective Gross Income(\$)

Expenses (excluding depreciation, amortization, & interest)

- Management Fee(\$)
- Real Estate Taxes(\$)
- Insurance(\$)
- Utilities(\$)
- Maintenance & Repair(\$)
- Other Operating Expenses(\$)
- Annual Replacement Reserves(\$)
- Total Annual Expenses(\$)
- Net Operating Income(\$)

Reserves

- Annual Tenant Improvements(\$)
- Annual Leasing Commissions(\$)

VI. Optional Attachments

- Income & Expense Statement
- Rent Roll
- Property Graphics (e.g. Property Photo, Floor Plan, Site Plan)