

Pre-Qualification Package Checklist

3 Steps to a Letter of Interest

All of the below information is required for a Letter Of Interest (LOI)
Please send all documents at one time!

Step 1 - Property Information

1. Executive Summary. "See Attached Type In Document"
2. Loan Registration. "See Attached Type In Document"
3. Color Pictures of subject property. View of outside four sides of building and the more the better along with, street and interior color pictures. We grade the property with these pictures. "A", "B" or "C".
"A" properties receive the lowest rates.
4. Building Rent Roll for current month.
5. Copies of All Leases.
6. For Income Properties with Tenants. Historical and Current Operating Statements are required.
2008 1/1/08 - 12/31/08 Historical Operating Statement in the form of Schedule E's, 8825 or Schedule C on the subject property from the current owner's tax returns
2009 1/1/09 - 12/31/09 Historical Operating Statement in the form of Schedule E's, 8825 or Schedule C on the subject property from the current owner's tax returns
2010 1/1/10 – 12/31/10 Historical Operating Statement signed and dated by current owner(s) or in the form of Schedule E's, 8825 or Schedule C on the subject property from the current owner's tax returns
Current YTD 2011 - Current Operating Statement signed and dated by the owner
7. If subject property is a non-owner occupied single tenant we require review of the occupying tenant's year to date operating statement and last year's P & L's.

Step 2 – Borrower Information

1. Purchase Contract if Applicable
2. Current Personal Financial Statement of Borrower(s). "See Attached Type In Document"
3. Borrower's business and personal tax returns for the past three (3) years.
4. Current Credit Report if available.
5. Evaluation and due diligence fee. Non refundable \$500 credited back at closing.

Step 3 - How to get the Pre-Qualification Package to Us

Partial Submissions will NOT be Reviewed.

Maximum attachments of no more than **5 MB** per Email
Send pdf attachments only. Many Emails are OK.

Email with pdf attachments to:

prequal@sbaclc.com

Or,

FAX to: 303-496-0298
Attn: Prequalification Department

Commercial Lending Corporation
The Meridian Center, 9800 Mount Pyramid Court, Suite 400, Englewood, Colorado 80112
303-771-1031 www.sbaclc.com

LOAN REGISTRATION Type In Form
Note: Partial Packages Will NOT Be Reviewed!

(Check One) Borrower Broker/Banker

Contact Name _____ Date _____

Company _____ Phone _____ Cell _____

Address _____ Fax _____

City, State, Zip: _____

E-Mail _____

Borrower Information	Borrower #1	Borrower #2	Borrower #3
Name(s) & DOB			
Show All Three Credit Scores			

Title will be held in what name(s)? _____

Loan Amount Request \$ _____ Interest Rate _____ % LTV _____ % CLTV _____ %

Program Request? _____ Requested Close Date _____

(Check One) Recourse Non-Recourse (Check One) Rate Buy Down? Yes No

(Check One) How was the Due Diligence Fee of \$500 sent? Wired Mailed

Please include any comments or requests below. *How did you find us?*

PURCHASE

Purchase Price \$ _____ (If applicable) Seller Concessions \$ _____

(If applicable) Seller Carry Back Second Loan Amount \$ _____ Seller's Phone _____

Purchase Contract Close Date _____ 1031 Exchange? Yes No If Yes, What is the drop dead date? _____

1031 Accommodator Name _____ Phone _____

REFINANCE

Estimated Current Property Value \$ _____ Purchase Date MO/Year _____ / _____

Original Purchase \$ _____ Current Rate _____ % Current Amortization _____

Owner's Name _____ Total Amount of Existing Liens \$ _____

Owner's E-Mail _____ Owner's Phone _____

Cash Out? Yes No If Cash Out; how much? \$ _____ Rate and Term Refinance Yes No

Purpose for Cash Out? _____

PROPERTY INFORMATION

Property Type? _____ (Check One) Income Property Owner Occupied Combination Owner Occ _____ %

Property Address _____

City _____ State _____ Zip _____ County _____

Units _____ # Vacant Units _____ # Bldgs _____ MO/Year Built _____ / _____

Property Access Contact:

(Cannot be Mortgage Broker)

Phone _____ E-Mail _____

Appraisal is Ordered by Commercial Lending Corporation *Call for any exceptions.*

Title - Escrow Contact (if applicable) _____

Title - Escrow Phone _____ E-Mail _____

Borrower #1 Name _____

Phone _____ E-Mail _____

Borrower #2 Name _____

Phone _____ E-Mail _____

Note: All boxes must be filled in and documents requested must be attached with submission. Incomplete submissions will not be reviewed.

Executive Summary Input Form

Submitted By:		Date:
Phone Number:		
Email Address:		
Loan Source:	Where did you find us? Internet, E-mail Advertising, Newspaper, TV, Radio, Referral, Or, . .	
Brief Overview of Loan Request?		
Property Type?		
Date Built?		
How many Units?		
Borrower's Loan Request Priorities?		
What will this loan accomplish for the borrower?		
Borrower(s) Name and Location, city and state?		
Property(s) Name and Location. city and state?		

<p>Brief Description of the Property Type?</p> <p>Attach Pictures.</p>		
<p>Property Value?</p>		<p>Comments:</p>
<p>Loan Amount?</p>		<p>Comments:</p>
<p>Use of Funds?</p> <p>Include Source and Use of Funds Schedule for Construction Projects</p>		
<p>Borrower's Amount & Source of Equity in Property?</p>		
<p>Loan Type?</p> <p><u>Underline All That Apply.</u> →</p>	<p>Purchase</p> <p>Refinance (Current Rate & Terms)</p> <p>Cash Out Rate and Term</p> <p>Bridge Construction</p> <p>Mezzanine</p> <p>Forward Commit</p> <p>Hard Money</p> <p>Development</p>	<p>Comments:</p>

<p>Key Principal(s) and Percentage of Ownership?</p>	
<p>Background and Overview of Key Principal(s)?</p>	
<p>Who will personally Guarantee the Loan?</p>	
<p>Net Worth, Liquidity & Credit Scores of the Guarantor(s)?</p> <p>Attach Personal Financial Statements</p> <p>Are any borrowers in bankruptcy?</p>	
<p>Who will Manage the Property?</p> <p>What is their Management Experience and Track Record?</p> <p>Attach Resume(s)</p>	

<p>NOI of the Property?</p> <p>% of Tennant Occupancy?</p> <p>% of Owner Occupancy?</p>	
<p>Primary Source of Loan Repayment?</p>	
<p>Secondary Source of Loan Repayment?</p>	
<p>Final Comments:</p> <p>Why will this project be a good loan for the Lender?</p>	
<p>Attach Operating Statements for 2007, 2008, 2009</p> <p>Attach 2010 Operating Statement</p> <p>Attach Current Rent Roll</p>	