Commercial Loan Executive Summary

(NoT FOR Construction or Rehab)

*Please fill in this form completely and return in Word format. Do not print or fax.*

*Fill in every cell; if an item does not apply, please enter “N/A.”*

PROJECT & CONTACT INFORMATION

|  |  |
| --- | --- |
| Project Name: |  |
| Name of Entity Requesting Loan: |  |
| Name of Primary Contact for Entity: |  |
| Relationship to Entity: |  |
| Primary Phone Number(s): |  |
| Email: |  |

LOAN REQUEST & DESCRIPTION OF ASSET

|  |  |  |
| --- | --- | --- |
| Property Type (Office, Multi-Family, etc.): |  | |
| Complete Address and Location of Property: |  | |
| # Buildings / # Units: |  | |
| Sq. Ft. / Acres: |  | |
| Date Built: |  | |
| Detail Uses Of Units: |  | |
| % of Tenant Occupancy: |  | |
| % of Owner Occupancy: |  | |
|  |  | |
| Brief Description of the Nature of Project / Loan Request (Purchase/Refi/Construction/Bridge): |  | |
| Proposed Loan Amount: |  | |
| Proposed Use of Funds (LIST Uses and Amounts): |  |  |
|  |  |
|  |  |
| Entity's Amount and Source of Equity in Property: |  | |
| Terms Requested: |  | |
| What problem will this financing solve for you? |  | |
|  |  | |

STRENGTH OF THE DEAL

|  |  |
| --- | --- |
| If Purchase – |  |
| Purchase Amount: |  |
| Purchase Agreement in Place? |  |
| Closing Date? / Can extension be issued? |  |
| Amount of Down Payment: |  |
| Source of Second (if any): |  |
| If Refi – |  |
| When did you purchase the property? |  |
| Current Loan Balances (1st and 2nd): |  |
| What is your Current Rate and Term (1st & 2nd): |  |
| Is there a Balloon Payment Due? If so, date due? |  |
| If Cash Out, purpose? |  |
| Are payments current on the any already existing loans? |  |
|  |  |
| What is the As Is Value of Property? |  |
| Do you have a BPO, CMA or Appraisal? |  |
| Amount and Date of BPO or Appraisal: |  |
| Anticipated Renovation/Additions (Amount)? |  |
| Anticipated ROI (from Improvements): |  |
| After Repair Value of Property: |  |
| LTV based on As Is Value: |  |
| Current Property NOI: |  |
| Proposed Debt Service Coverage Ratio (DSCR): |  |
|  |  |
| Describe intended Exit Strategy |  |
| Primary Source of Loan Repayment? |  |
| Secondary Source of Loan Repayment? |  |
| Is a Business Plan available? (Yes or No) |  |
|  |  |
| Who will Manage the Property? |  |
| What is their Experience and Track Record? |  |
| Do you have resumes for them? |  |
| Any deadlines imposed by current seller or lender?  If so, explain. |  |
| Special issues, problems or needs related to the property? |  |
| Any State or Federal Tax Liens on the property? |  |
|  |  |

STRENGTH OF BORROWER/SPONSOR

|  |  |
| --- | --- |
| List Owners of Borrowing Entity and Percentage of Ownership: |  |
|  |  |
| 1st Borrower/Sponsor Name (If different from Contact for Entity): |  |
| Full Address of 1st Borrower: |  |
| Phone: |  |
| Email: |  |
| 1st Borrower’s Tri-Merge FICO Scores: (high/low) |  |
| BK or Foreclosure in past 10 yrs, if so Status |  |
| 1st Borrower's Net Worth: |  |
| 1st Borrower's Liquidity: |  |
| 1st Borrower’s last 3 years’ average Monthly Income: |  |
| Do you have past 3 years Personal Tax Returns? |  |
|  |  |
| 2nd Borrower/Sponsor Name: |  |
| Full Address of 2nd Borrower: |  |
| Phone: |  |
| Email: |  |
| 2nd Borrower’s Tri-Merge FICO Scores: (high/low) |  |
| BK or Foreclosure in past 10 yrs, if so Status |  |
| 2nd Borrower's Net Worth: |  |
| 2nd Borrower's Liquidity: |  |
| 2nd Borrower’s last 3 years’ average Monthly Income: |  |
| Do you have past 3 years Personal Tax Returns? |  |
|  |  |
| Do you have past 3 years Entity Tax Returns? |  |
| Current net worth of business: |  |
| Do you have Financial Statements (P&L) for the past 3 years? |  |
| Are they self-prepared or audited? |  |
| Do you have a current year Financial Statement (P&L)? |  |
| Is it self-prepared or audited? |  |
| Value of Entity assets or additional collateral (If any): |  |

|  |  |
| --- | --- |
| Brief background on principals describing their experience: | |
|  | |
| If applicable, do the principals have all the necessary state, city, and other government approvals already in place? |  |
|  |  |
| Have you or the person who brought this loan, sought funding from any other sources? List all:  If so what was the outcome and reason given: |  |
| NAME OF PERSON WHO COMPLETED THIS FORM:  *I attest that this preliminary request for funding is completed accurately, to the best of my ability.* |  |

CONSULTANT CONTACT

|  |  |  |  |
| --- | --- | --- | --- |
| Consultants Name, Phone & E-Mail: |  | | |
| Date Form Completed: |  | | |
| Referred by:  (name, phone, email): | Name | Phone | Email |
|  |  |  |
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