

LOAN CHECKLIST: INVESTOR PROPERTY

ITEMS NECESSARY TO ISSUE A LETTER OF INTEREST

- _____ Short Form Loan Presentation *(See Attached Form)*
- _____ Personal Financial Statements on all Borrowers/Guarantors
(Dated within the last 60 days)
- _____ Personal & Business Federal Income Tax Returns
(Last 3 years)
- _____ Interim Business Financial Statements *(If Applicable)*
(Dated within the last 90 days)
- _____ Property Operating Statements
(Last 2 years)

ITEMS NECESSARY TO ISSUE A COMMITMENT LETTER

Personal/Individual Information (≥20% Ownership)

- _____ Resumes of all Borrowers, Guarantors & Key Management Personnel *(See Attached Form)*
(Name, age, title, ownership, responsibilities, qualifications, investor property experience, financial/accounting responsibilities)
- _____ Borrower's/Guarantor's Personal Federal Income Tax Returns
(Last 3 years)
- _____ Personal Credit Report *(See Attached Form)*
(Please provide an explanation for any derogatory items)

Subject Property

- _____ Copy of Existing or Proposed Leases & Rent Roll *(See Attached Form)*
(All tenants will be required to sign a Subordination, Non-Disturbance & Attornment Agreement & Estoppel Certificate)
- _____ Tenant Financial Statements (If responsible for 50% or more of gross rental income)
(Last 2 years)
- _____ Property Debt Schedule (Detailed & Dated)
(Should match interim balance sheet)

Other

- _____ Executed Purchase Agreement
- _____ Verification of Equity Injection
(Bank Statements, Brokerage Statements, 1031 Statement, Ect.)

ITEMS NECESSARY PRIOR TO LOAN DOCUMENTS

- _____ Acceptable Appraisal Report
(Required prior to commitment for special use properties)
- _____ Acceptable Environmental Questionnaire and/or Environmental Site Assessment Report
- _____ Copy of Articles of Incorporation, Corporation Bylaws or Partnership Agreement & Certificate of Good Standing
- _____ Preliminary Title Report & Proposed Vest-
- _____ Additional Items as Indicated on the Closing Checklist
(A closing checklist will be provided within approximately 36 hours of receiving the commitment letter.)

Please fax or email loan applications and required documents

Short Form Loan Presentation

Borrower(s):

Guarantor(s):

Purpose:

(Purchase or refinance...)

Loan Terms:

Loan Amount -

Interest Rate -

Prepayment Penalty -

Loan Fee -

Term -

Ownership Structure:

History & Background of the Subject Holding Company, Operating Company and/or Affiliates:

(Name, location, date of org., background, business activity, strategies, competition, website...)

Management Bio:

(Name, age, title, responsibilities, qualifications, investment property experience, financial accounting responsibilities, # of Employees...)

Property Description:

(Pictures, square footage of building/site, structural type, age, economic life, condition, zoning, space use %...)

Personal Credit History:

(FICO Score, Available Revolving, Public Records, Historical Delinquencies...)

Business Credit History:

Enter Data in the Green Fields

Sources/Uses Template

Uses of Funds:	Purchase Real Estate		
	FF&E		
	Other Soft Costs / Closing Costs		
	Bank Fees		
	Total Uses of Funds		
Sources of Funds:	Zions Bank Loan	#DIV/0!	
	Bank Loan	#DIV/0!	
	Other	#DIV/0!	
	Owner Equity	#DIV/0!	
	Total Sources of Funds	#DIV/0!	

Comments (Fee breakdown, seller carry back terms, seller credit explanation, etc.)

The applicant borrower must have a minimum equity in the subject real property of at least 20% of the lower of the purchase price or current appraised market value. Purchase finance structures that provide a seller carry-back or other family or third party financing on full stand-by in a junior lien position may be included in the 20% equity, provided the borrower's cash injection is at least 10%

MANAGEMENT RESUME

(COPY AS NEEDED FOR ALL PRINCIPALS AND MANAGEMENT)

Optional Template

Complete all sections using full first, middle and maiden names --- no initials. If an item is not applicable, please indicate. Duplicate form as needed. You may include additional relevant information on a separate sheet.

PERSONAL INFORMATION

First Name	Middle Name	Maiden Name	Last Name
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EDUCATION

College or Technical Training

Institution Name and Location	Dates Attended From/To	Major	Degree or Certificate

WORK EXPERIENCE (List chronologically, beginning with present employment)

1) Company Name / Location	From	To	Title
Duties			
2) Company Name / Location	From	To	Title
Duties			
3) Company Name / Location	From	To	Title
Duties			

INVESTOR PROPERTY EXPERIENCE

1) Company Name / Location	From	To	Title
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CREDIT CHECK AUTHORIZATION

I/We the undersigned hereby authorize Zions Bank to make any credit inquiries that the Bank may deem necessary in connection with our application for a business loan. This authorization also applies to inquiries regarding employment history, bank accounts, and follow-up credit inquiries/checks that the Bank may deem necessary in the future, in connection with the servicing of our loan.

Signed	Date
Signed	Date
Signed	Date
Signed	Date
Signed	Date
Signed	Date

PROPERTY DEBT SCHEDULE

COMPANY NAME: _____

DATE: * _____

INDEBTEDNESS: Furnish the following information on all installment debts, contracts, notes and mortgages payable. Indicate by an asterisk (*) items to be paid by loan proceeds and reason for paying same (present balance should agree with latest balance sheet submitted). Do not include accounts payable or accrued liabilities.

CREDITOR Name/Address	ORIGINAL DATE	ORIGINAL AMOUNT	PRESENT BAL-ANCE	INTEREST RATE	MONTHLY PAYMENT	MATURITY DATE	COLLATERAL / SECURITY
TOTAL PRESENT BALANCE **							
\$0							

* Date should be the same as interim Financial Statement

** Total must agree with balance shown on interim balance sheet

Signature

Date

