

LOAN CHECKLIST: OWNER-OCCUPIED

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)
- _____ Borrower's/Guarantor's Personal Federal Income Tax Returns
(Last 3 years)
- _____ Interim Business Financial Statements
(Dated within the last 90 days)

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)
- _____ Personal Credit Report *(See Attached Form)*
(Please provide an explanation for any derogatory items)

Business Documents/Information (Subject holding company, operating company & affiliates)

- _____ Business History & Description *(See Attached Form)*
(Name, location, date of org., background, business activity, strategies, competition, website...)
- _____ Business Federal Income Tax Returns
(Last 3 years)
- _____ Business Financial Projections (If Applicable)
(Start-Ups, Expansions)
- _____ Business Debt Schedule (Detailed & Dated) *(See Attached Form)*
(Should match interim balance sheet)
- _____ N/A A/P & A/R Aging Reports (If Applicable)

Other

- _____ Executed Purchase Agreement (If Applicable)
- _____ Copy of Existing or Proposed Leases (If Applicable)

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 Vesting
- _____ SBA Authorization Agreement (If Applicable)
- _____ 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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HISTORY OF BUSINESS

Company Name

Use separate attachments to answer questions if necessary.

NATURE OF BUSINESS

WHEN AND HOW WAS BUSINESS ESTABLISHED?

TYPE OF PRODUCTS / SERVICES

CUSTOMER PROFILE

LIST KEY CUSTOMERS

LIST MAJOR COMPETITORS

MAJOR SUPPLIERS

GEOGRAPHICAL SALES AREA

MAJOR PAST ACCOMPLISHMENTS

FUTURE PLANS FOR GROWTH / EXPANSION

HOW WILL THIS LOAN BENEFIT YOUR COMPANY?

WILL THE FUNDING OF THIS LOAN CREATE NEW EMPLOYMENT OPPORTUNITIES?

IF YES, STATE HOW:

BUSINESS 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 **							
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