

## SUBMISSION CHECKLIST

*Please forward the following information to the extent it is available, so that we may analyze, price and respond to your loan request. Further documentation may be required prior to final loan approval.*

### **1. LOAN REQUEST FORM:**

Please complete loan request form. This will give us an overview of your loan request and help us understand your deal.

### **2. COLOR PHOTOS:**

Please provide front and rear photos of the subject property along with photos of street scene and adjacent properties. These must be 35 mm film or digital photos, no Polaroid's. Digital photos may be sent by Email to: [staff@amactahoe.com](mailto:staff@amactahoe.com)

### **3. COPY OF PURCHASE CONTRACT: (if new purchase)**

Please provide a copy of your purchase contract or escrow instructions.

### **4. LOAN APPLICATION AND CONSENT TO RELEASE INFORMATION FORM**

### **5. RENT ROLL:**

Please provide a current copy of the rent roll, including tenant name, suite or unit number, square feet occupied, type of lease (e.g. gross, modified gross, NNN, NN, percentage, etc), current annual base rental rate, CAM provisions, renewal options, start date and end date of lease(s).

### **6. CREDIT REPORTS: (If available)**

Please provide recent credit report(s) with credit scores on all borrowers and guarantors.

### **7. PROFIT AND LOSS STATEMENT ON PROPERTY:**

Please provide two prior years profit and loss, current P & L for each property and last two years tax returns of the entity owning the property.

### **8. FINANCIAL STATEMENTS AND TAX RETURNS FOR INDIVIDUALS:**

Please provide a current financial statement and last two years' tax returns on all borrowers and guarantors.

### **9. APPRAISAL AND THIRD PARTY REPORTS:**

If you have an existing appraisal, old or otherwise, please forward it along with any third party reports you may have such as environmental reports, feasibility studies, engineering reports, recent surveys, listing of recent improvements, etc. Please forward any reports or other information you may have that will help us to understand your deal.