

Commercial Application Questionnaire

Property name _____
Property address _____
Property City _____ County _____ State _____ Zip _____

Concerning the property, tell me:

1. What is the real estate tax bill for last year? _____
2. Assessors Parcel No.(Tax ID#): _____
3. Are there any abated taxes? _____ Are taxes fully assessed at this time? _____
4. If not, what is the expected full assessment? _____
5. What is the property insurance bill for last year? _____
6. What date does the insurance premium expire? _____
7. Are there any regulatory or deed restrictions concerning the property? _____
If yes, please explain: _____
8. What is the current physical occupancy percentage? _____

Concerning the improvements, the site & who occupies the rentable space:

1. Send me an old appraisal if you have one. We'll send it back if you want us to.
2. Tell me:
Type of property (office, industrial, anchored retail, unanchored retail, etc.) _____
When was this property built? _____ When was it last renovated? _____
Amount of renovations: \$ _____ Description: _____
How many units? _____ Total Rentable Square Feet: _____
Attach a unit breakdown and tenant/lease summary including any vacant space. Please show square footage, rent, type of lease, (or indicate owner occupied or vacant), and original occupancy date, and lease starting and ending dates for each unit.
How long are the leases? _____ What Expenses do the tenants pay? _____
What type of construction? _____
of parking spaces? _____ I. What is the site size? _____
3. What is the current estimated market value of the property \$ _____
4. If this is Assisted Living, How many total beds? _____ How many vacant beds? _____
What level of care is provided (please be specific)? _____
5. If this is a hotel/motel, Is it a flag (nationally recognized chain)? _____ if so, which? _____
Do you have a STAR report? _____ What is the average Daily Room Rate (ADR)? _____
How many rooms? _____ What extra services are available (ie: restaurant, spa, convention facilities, etc.)? _____

If this is a refi:

1. What is the existing loan balance? _____ P&I payment? _____
Interest rate? _____ Call or due date? _____
Lender Name? _____
Can this loan be prepaid? _____ What is the prepayment penalty? _____
2. When did you buy the property? _____ What was the purchase price? _____
What was the down payment? _____ Was it a trade or straight purchase? _____

If this is a purchase:

1. What is the purchase price? _____ Forward a copy of the purchase agreement.
2. What is the source of your down payment and closing costs? (select below)
 Cash - Please list account #'s: _____
 1031 Exchange - Is the exchange complete? _____ Balance in exchange account _____
 Equity from other properties – Property address _____
Property Description: _____ When will this transaction be complete? _____
 Other – Description: _____
3. What physical condition is the property in? _____
Describe any deferred maintenance? _____
Estimated \$ amount: _____
4. What is the dollar amount of any anticipated repairs or improvements you are going to immediately make above your down payment? _____
5. What date does your earnest money go hard? _____
Is there a financing contingency beyond this date? _____
If yes, by what date must you have a commitment? _____
(don't short change me, tell me the drop dead date!)
6. What is the closing date? _____
7. Is this an exchange or a straight purchase? _____
8. Why are you buying this property? _____

Concerning the borrower:

1. What is the name of the borrowing entity? _____
2. What is the entity structure? _____ Formed in what state? _____
3. Is the borrower a single asset entity? _____
4. Tell us who owns what percentages of the borrowing entity _____

5. Who is the key principal (who signs the closing papers)? _____
6. What is the key principal's social security #? _____
7. What is the key principal's Birth date? _____
8. What percentage of the deal, either directly or indirectly does the key principal own? _____
9. Any past credit issues on borrower/key principal we need to be aware of? _____

Concerning the Management:

1. What is the name of the management company? _____
2. How many units does this co. currently manage? _____
3. What is the name of the on-site manager? _____
4. How many units does the borrower currently own? _____
5. How many units has the borrower owned in the past? _____
6. What management responsibilities have they performed? _____

Concerning the loan you want us to give you:

- 1. What is the current estimated market value? _____
- 2. How much is your loan request? _____
- 3. If this is a refi, what is the reason for your request? _____

- 4. What do you think the loan to value will be? _____
- 5. Tell us what terms you would like: Term: _____ Yrs Amortization: _____ Yrs
 Rate: Fixed _____ Fixed for how long? _____ Yrs Variable _____
 Rate Requested: _____ % Loan to Value: _____ %

6. Identify in order of priority the following: (1 = most important, 9 = least important)

- Maximum Loan Dollars/Loan to Value: _____
- Lowest Interest Rate: _____
- Lowest Payment: _____
- Lowest overall financing cost over life of loan: _____
- Low closing costs/Fees: _____
- No Personal Recourse/Guarantee: _____
- Long Loan Term: _____
- Assumable by future buyers: _____
- Ability to pre-pay loan _____

6. What features do you NOT want in your loan? _____

- 8. When do you want this loan closed? 30 days 45 days 60 days
 90 days For 90 days or more: what date? _____ No urgency

9. Is there a deadline you're under? Please explain: _____
 _____ Deadline date: _____

10. How long do you plan to keep this property? _____
 What is your exit plan:
 Sell Exchange Hold Indefinitely No definite plan

11. How do you plan to retire this loan?
 Refinance Sell or Exchange/Have it assumed Fully Amortize
 Payoff in Lump Sum Not Decided

12. What is your most important priority or issue regarding this loan? _____

Contact Information:

1. What is your name? _____
2. What is your company name? _____
3. What is your street address? _____
4. What is your phone #? _____
5. What is your fax #? _____
6. What is your cell #? _____
7. What is your E-Mail? _____

IMPORTANT:

Complete page 5 below (Owner Occupied Questions) if 25% or more of the subject property will be occupied by the owner.

Needs List for conditional loan approval:

- 1) **Commercial Application Questionnaire**
- 2) **Current Rent Roll**
- 3) **2 years and YTD income and expense statements of subject property**
- 4) **5 digital photos of subject property**
- 5) **Personal financial statement or 1003 on key principal(s)**

For retail, office, warehouse or self-storage add:

- 6) **Copy of all Leases**

For hotel/motel add:

- 7) **Trailing 12 months rent collections month by month**
- 8) **STR report if available**
- 9) **ADR and Occupancy Report**

Please send scanned copies via email to: loans@mycommercialquote.com

OR

Send to:

**Nationwide Commercial Funding
3014 N. Hayden Rd. Ste 117A
Scottsdale, AZ 85251**

FAX: (360) 935-5089 TEL: (602)903-5089

E-mail: loans@mycommercialquote.com

Owner Occupied Questions

Complete the questions below if 25% or more of the subject property will be occupied by the owner.

Concerning the Nature of your Business:

1. What is the nature of your business? _____
2. What types of products or services do you provide ? _____
3. What is your geographical market area? _____
4. Please list your key customers. _____
5. Please list your major competitors. _____

Miscellaneous Questions:

1. Have you or any of your company ever been involved in bankruptcy or insolvency proceedings? _____
2. Are you or your business involved in any pending or prior lawsuits? _____
If yes, Please provide details on a separate sheet.
3. have you ever received an SBA loan” _____ if yes, please provide a copy of the SBA Loan Authorization document and the following: Original Loan Amount \$ _____ Date of the loan _____
Current Balance \$ _____ Current Status _____

Business Debt Schedule:

Indebtedness: Furnish the following information on all installment debts, contracts, notes, and mortgages payable. Do not include accounts payable or accrued liabilities.

Company Name _____ Date _____ *

Creditor Name/address	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security	Current or Delinquent
Total present balance				Total monthly payment				