



DOCUMENT CHECKLIST

- Project operating statements for the previous three (3) years, if applicable, or a proforma
- Current project rent roll that includes:
 - Tenant name and suite/unit/street number
 - Square feet occupied
 - Lease start and end dates
 - Date of original occupancy
 - Monthly base rent (net of sales tax where applicable)
 - Detailed breakdown of expenses together with any tenant reimbursements
 - Annual rent escalations
 - Renewal options
- Copy of any appraisal
- Project site plan
- Project photographs
- Brief ownership history (i.e. date of purchase, purchase price or cost, capital improvements since acquisition, etc.)
- Details of the existing financing (i.e. original loan amount, current loan balance, maturity date, construction cost breakdown, etc.)
- Purchase Agreement (if applicable)
- Current ownership structure/organizational chart
- Individual borrower history including most recent personal financial statement(s)
- Other (if necessary):
 - _____
 - _____
 - _____
 - _____
 - _____