



**COMMERCIAL REAL ESTATE LOAN
PRELIMINARY INFORMATION REQUEST**

NAME: _____

ADDRESS: _____
Street Address

City, County, State, Zip

PHONE: _____

EMAIL: _____

WEBSITE: _____

Please provide the following initial information:

1. Business Loan Application

Attached – complete and sign. Note that this would require the inclusion of any individual who has an interest of 20% or more in the business.

2. Commercial Property Information

- Annual Income & Expense Statement for subject property or Schedule E for the three most current years.
- Income & Expense Statement (Interim)
- Leases (copies)
- Rent Roll
- Environmental Questionnaire
- Purchase Order (executed – if applicable)
- Proof of Property Insurance (hazard and liability insurance)
- Flood Insurance (if applicable)
- Appraisal Report (if applicable)
- Other *If yes, please describe:*

3. Personal Information on Owners / Principals / Guarantors

- Personal Tax Returns – Previous three (3) years tax return and extension if applicable on any individual who has an interest of 20% or more in the business. (Please provide a complete copy with all schedules and forms)
- Personal Financial Statement – For any individual who has an interest of 20% or more interest the property.

- Pay Stubs – for the most recent two pay periods
- W-2 Forms and K-1 Schedule (if applicable)
- Schedule of Real Estate Owned
- Commercial Mortgage Statements (copies)
- Property Management Resume
- Cash Out Letter – explaining how proceeds will be used (if applicable)
- Form 4506T – Request for Transcript of Tax Return
- Trust Agreement (certain pages) or Trust Certification (if applicable)
- Other *If yes, please describe:*

4. Business Information (if applicable)

- Business Tax Returns – Previous three (3) years tax return and extension if applicable on the business. Please provide a complete copy with all schedules and K-1 forms.
- Business Debt Schedule – complete and sign. List any business loans or lines of credit currently held in the name of the business. If you have no debts in the name of the business, simply state that and sign and date the attached form. Note that you do not need to include any personal loans or lines of credit, as those will appear on the personal credit reports.
- Promissory Notes – (copies). If loan request is for business debt refinancing, please provide a copy of all promissory notes and business loan agreements.
- Other *If yes, please describe:*

5. Affiliate Business Information

- Business Tax Returns – Previous three (3) years tax return and extension if applicable on the business. Please provide a complete copy with all schedules and K-1 forms.
- Interim Business Financial Statements – Balance Sheet & Profit & Loss Statement or Income Statement
- Account Receivable & Accounts Payable Aging Report – if applicable.
- Business Debt Schedule – complete and sign. List any business loans or lines of credit currently held in the name of the business. If you have no debts in the name of the business, simply state that and sign and date the attached form. Note that you do not need to include any personal loans or lines of credit, as those will appear on the personal credit reports.
- Other *If yes, please describe:*

6. Other Transaction Information

- Other *If yes, please describe:*

Please note that additional information will be required as the loan process moves forward.