



COMMERCIAL REAL ESTATE PROJECT

Broker Enterprise, LLC Documents Checklist

The following documents should be sent for **PRELIMINARY REVIEW**:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Executive Summary/project Description | <input checked="" type="checkbox"/> Financial Projections |
| <input checked="" type="checkbox"/> Resume of Principal(s) | <input checked="" type="checkbox"/> Proposed Terms and Parameters |
| <input checked="" type="checkbox"/> Allocation of Proceeds (Cost Breakdown) | |
| <input checked="" type="checkbox"/> 3 Years to date P & I (Income) Statement (All Entities) | |

The following documents will be needed to **FINAL PACKAGING AND UNDERWRITING**:

- | | |
|---|--|
| <input type="checkbox"/> Business Plan | <input type="checkbox"/> Resumes of Management |
| <input type="checkbox"/> Loan Application | <input checked="" type="checkbox"/> Photographs (Color of Subject : no Polaroid's) |
| <input type="checkbox"/> Financial of Principal(s) (60 Days) | <input type="checkbox"/> Appraisal |
| <input type="checkbox"/> Prtn/Corp Financial (if applicable) (60 Days) | <input type="checkbox"/> Marketing Information |
| <input type="checkbox"/> Prtn/Corp Tax Return (if application) 3 years | <input type="checkbox"/> Map showing location of Property(Detailed) |
| <input type="checkbox"/> Personal Tax Return 3 years | <input checked="" type="checkbox"/> Subject property Income & Expense Statement
(30 days) |
| <input type="checkbox"/> Status of Borrowing Entity (ie: Corporation, Sole
ownership, Partnership) | |

Additional items that may be requested for **FINAL PACKAGING AND UNDERWRITING**:

- | | |
|--|---|
| <input type="checkbox"/> Contract and Resume of Contractor | <input type="checkbox"/> Soils Report |
| <input type="checkbox"/> Credit Report of Principal(s) | <input type="checkbox"/> Engineering Report |
| <input type="checkbox"/> Credit Report of Prtn/Corp(if applicable) | <input type="checkbox"/> Pre-Lim Title Report |
| <input type="checkbox"/> Sales Contracts | <input type="checkbox"/> Feasibility Study |
| <input type="checkbox"/> Land Contracts | <input type="checkbox"/> Company Brochure |
| <input type="checkbox"/> Site Plan | <input checked="" type="checkbox"/> Purchase Contracts and Settlement Statement
from purchase of subject property or current
purchase agreement |
| <input type="checkbox"/> Elevations | <input type="checkbox"/> Rent Roll |
| <input type="checkbox"/> Permit Information | <input type="checkbox"/> Lease Contracts |
| <input type="checkbox"/> City Approvals | <input type="checkbox"/> Lease Summary |
| <input type="checkbox"/> Utility Does | <input type="checkbox"/> Mortgage rating on existing property |
| <input type="checkbox"/> Evidence of Insurance | <input type="checkbox"/> Aerials |
| <input type="checkbox"/> Banking and Mortgage References | <input type="checkbox"/> Money invested in project to date, detailed and
verified |
| <input type="checkbox"/> Copies of Notes and Deeds of Trust and Existing Liens | <input checked="" type="checkbox"/> Any additional documentation relative to the
specific project |
| <input type="checkbox"/> If applicable , copy of Partnership Agreement and
Certificate of Partnership | |
| <input type="checkbox"/> If applicable, Articles of Incorporation and Corporate
Resolution to Borrow | |

NOTE: These are not necessarily all of the items that will be needed for the underwriting of the Package.