

# Help us streamline your deal process.

The checklists outlined below can be used in gathering all necessary documentation needed to get your Freddie Mac and Fannie Mae loan process moving quickly and efficiently. Please review and reach out to our team of lending specialists anytime. We look forward to getting your deal done!

## Soft Quote Checklist

To receive soft indications quickly all items below should be provided.

### BORROWER / BORROWING ENTITY

- Organizational Chart

### SPONSORS / KEY PRINCIPAL GUARANTORS

- Bio/Multifamily Experience
- Personal Financial Statement or Net Worth & Liquidity

### PROPERTY / COLLATERAL INFORMATION

- Property Information – address and basic property details including photos
- Current Rent Roll
- Trailing 12 (T-12) Operating Statement through most recent full month
- Property Tax Bill(s) Operating Statements for last two years & YTD
- Purchase and Sale Agreement (if purchase)

## Term Sheet Checklist

To receive an application detailing a specific loan proposal the items below should be provided.

### BORROWER / BORROWING ENTITY

- Organizational Chart or list of members with 25% or more ownership and managers

### SPONSORS / KEY PRINCIPAL GUARANTORS

- Bio/Multifamily Experience
- Personal Financial Statement
- Real Estate Schedule

### PROPERTY / COLLATERAL INFORMATION

- Property Information – address and basic property details including photos
- Current Rent Roll
- Trailing 12 (T-12) Operating Statement through most recent full month
- Operating Budget/Proforma for next 12 Months
- Property Management Company – Bio/Resume and provide # units managed in total portfolio and locally
- Purchase and Sale Agreement (if purchase)
- Operating Statements for last two years & YTD
- Property Tax Bill(s)
- Capital Improvements made in the last 3 years or planned in next 12 months
- Summary of existing mortgage terms - UPB, rate, maturity date, etc.
- Ground Leases (if applicable) or Regulatory Agreement (if applicable)
- Sources and Uses

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