

Intake Form & Check List

COMPANY INFORMATION	
Name	
Address	
City, State, Zip Code	
Phone Number	
Fax Number	
Email Address	
Website	
Tax ID Number	
Type of Entity	
Credit Situation	
Assets	
Liabilities	
Annual Gross Income	
Annual Expenses	
Net Operating Income	
PRINCIPAL OR BORROWERS INFORMATION	
Name	
Address	
City, State, Zip Code	
Phone Number	
Email Address	
Occupation	
Project Experience	
Credit Situation	
Company Ownership %	
Social Security	
Assets	\$
Liabilities	\$
Gross Income	\$
Net Worth	\$

Intake Form & Check List

PROJECT & PROPERTY INFORMATION	
Project or Property Name	
Project or Property Address	
Project or Property City, State, Zip Code	
Project or Property Description	
MAI Appraisal? (With last in last six months)	
Entitlements	
Infrastructure in Place	
Number of Phases Required	
Year Project or Property Purchased	
Age of Project or Property	
Percentage of Property Occupied	
Existing Liens (Amount, Position, Status)	
List of Debt or Back Taxes Against Property	
Project Time Line	
Exit Strategy	
Use of Funds	
Estimated As Is Value	\$
Estimated Completed Value	\$
Original Purchase Price	\$
1 st Lien Balance & Due Date	\$
2 nd Lien Balance & Due Date	\$
3 rd Lien Balance & Due Date	\$
FUNDING INFORMATION	
Type of Funding Requested	
Requested Loan Terms	
Requested Interest Rate	
Principle Payment Deferral Required	
Interest Payment Deferral Required	
Any Closing Requirements	
Principals Pledge Full Recourse?	
Is Pre-Payment Penalty Ok?	
Cross-Collateral Available?	
Credit Issues / Property Issues / Additional	
Loan to Value Ratio (LTV)	
Debt Service Coverage Ratio (DSCR)	
Capitalization Rate (Cap Rate)	
Net Operating Income (NOI)	\$
Requested Loan Amount	\$
Principal Equity Contributions	\$
Principal Cash Contributions	\$

Intake Form & Check List

Project Information

1. ☐ Executive Summary or Business Plan
2. ☐ Pro-Forma (3 to 5 years)
3. ☐ Use of Funds & Budget Sheets
4. ☐ Exit Strategy
5. ☐ MAI Appraisal (As Is or As Completed)
6. ☐ Feasibility Study
7. ☐ Site Maps, Legal Description, Surveys
8. ☐ Land Survey
9. ☐ Tax Bills
10. ☐ Timeline: Key Points Beginning to Completion
11. ☐ Title Reports
12. ☐ Copies of All Signed Contracts
13. ☐ Copies of Current Notes, Statements or Deeds
14. ☐ Documentation of Full Entitlements
15. ☐ Comparable Valuation
16. ☐ Color Photos (5 Photos Minimum)
17. ☐ Smith Travel Research STR
18. ☐ Income Producing: (Rent Rolls with Unit ID)

Supporting Documentation

19. ☐ Architect Plans for Project
20. ☐ Copy of Purchase Contracts
21. ☐ Franchise Agreement
22. ☐ Environmental Reports
23. ☐ Draw Schedule

Borrowers Information

24. ☐ Personal Federal Taxes Returns 2024
25. ☐ Personal Federal Taxes Returns 2023
26. ☐ Personal Financial Statement YTD
27. ☐ Personal Portfolio of All Principals Involved

Business Financial & Borrowing Entity

28. ☐ Business Federal Taxes Returns 2024
29. ☐ Business Federal Taxes Returns 2023
30. ☐ Business P&L 2024
31. ☐ Business P&L 2023
32. ☐ Business P&L 2022
33. ☐ Business Assets
34. ☐ Business Year to Date Operating Statement
35. ☐ Articles of Organization
36. ☐ Operating Agreement
37. ☐ Corporate Resolution
38. ☐ Certificate of Good Standing
39. ☐ Organizational Chart
40. ☐ Resume of Contractors, Suppliers, Vendors
41. ☐ Property Management Contracts