

**A. Property Operating Statements**

- Prior 3 years operating statements & historical occupancy
- Current YTD monthly or T12 statement
- Current year operating budget
- Current year CAM recs

TIP: Lenders may require you to transfer your property operating statements and rent roll data in a form template of their choosing, typically an excel spreadsheet. Try to organize your property financial data in excel or use an accounting software that allows you to download reports as excel files. This way you can easily copy/paste the data and save time.

**B. Current Rent Roll**

- Suite/Bay # & square footage
- Tenant names, status & all vacant units
- Lease commencement & expiration dates
- Base rent per SF & expense recovery income
- Options, rent abatements, rent bumps, reimbursement methods

TIP: CAM Recs or Reconciliations include the charges the tenant pays for the upkeep of areas designated for use and benefit of all tenants. CAM charges are common in shopping centers, where tenants are charged for items such as parking lot maintenance, snow removal, and utilities.

TIP: Lease commencement date is the date the tenant started paying rent and it may vary from the lease start date.

**C. General Property Info**

- Aerials
- Site plan
- Year built plus CO's
- Type of construction
- Stacking plans (if office)
- Number of parking spaces
- Color photographs of interior/exterior

TIP: Keep copies of your COs and site plans once issued! It is challenging for zoning vendors to retrieve CO's. Keeping these on file prepares for unexpected time crunches. Same idea with surveyors. Points of reference aid verification, resulting in quicker turns. New zoning reports require a new or recertified survey prior to final delivery.

Parking is critical in determining whether the property is legal or non-legal conforming. Hence why underwriters ask for number of parking spaces if zoning report or survey is unavailable. They're assessing risks where law & ordinance coverage may be required and if there may be restrictions on how the property could be modified or renovated. The latter is a hot button risk for lenders.

Stacking plans display the layout and occupancy status of a building, most commonly utilized in multi-tenant office properties.

**D. Tenant Info**

- Tenant sales (if retail)
- Copies of all tenant leases and amendments
- Major tenant business description, company info & financials

TIP: Rollover risk is important to consider. Retail tenant sales PSF & occupancy costs help assess that risk. Reporting annual gross tenant sales is a general requirement of most retail leases. This gives the landlord and lender an indication of how tenant is doing financially. When you divide the tenant's pro rata share of occupied space by their gross sales, that is their occupancy cost %. If a tenant's occupancy cost is high, they may vacate or require a reduction in rent to stay.

**E. Market Info**

- Recent lease transactions in the market
- Info on specific comparable competitive properties
- Recent sales in the market, or properties on the market

**F. Borrower Info**

- Balance sheet of borrowing entity
- Copy of partnership or LLC agreement
- Key principal's real estate owned (REO) schedule & PFS
- Key borrower principal(s) & sponsorship company resumes
- Management company's resume & properties owned/managed
- Org chart showing structure, borrower principals & ownership %

TIP: Lenders commonly underwrite borrowers with > 20% share. NW is 1x the loan amount; liquidity 10% of the loan, respectively. A \$5MM loan requires \$5MM in NW and \$500k in liquidity, verifiable through bank and investment account statements, PFS, and in some cases, tax returns. NW and liquidity may be satisfied if underwritten as a combined total between key borrower principals or sponsorship group. Be sure to communicate these tips to your preferred partners so they can prepare required documents accordingly.

TIP: Number of properties owned and managed in market will be a strong, lender focus.

**G. Additional Items if REFINANCE**

- Total property cost basis (itemized)
  - Include 3 years+ of Historical Capital Expenditures
- Current lender & UPB, existing note, prepayment, maturity
- Any existing 3rd party reports available
  - Zoning, Property Condition, Environmental, Appraisal

**H. Additional Items if ACQUISITION**

- Purchase & Sale Agreement
- Sales OM package
- Estimated Total Acquisition C
- Any existing 3rd party reports available
  - Zoning, Property Condition, Environmental, Appraisal



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