

A. Property Operating Statements

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

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

- Lease start/move-in & expiration dates
- Unit #, status, unit type & square footage
- Current market rents & lease contract rents
- Concessions, employee discounts, subsidies, model units/down units
- Other income as reported on the rent roll per Tenant (i.e., RUBS, parking, premiums, etc.)

C. General Property Info

- Site plan
- Year built plus CO's
- Aerials (if available)
- Type of construction
- Number of parking spaces
- Color photographs of property interior & exterior
- Leasing brochure with current rental rates and

TIP: Keep copies of your COs once issued. Loan apps will include a signing occupancy and income requirement. These thresholds will be tracked during DD and signed off by underwriter as either high or low risk of decreasing prior to rate lock. Examples: if property shows signs of instability or the insurance premium causes cash flow to dip, you may experience a shortfall in meeting these requirements. So, how do CO's come into play?

Say you're short on NRI or NOI (whichever is stipped); your lender offers a post-closing workout solution where you're required to lease a model unit or a designated office space that's easily rentable within 30 days of loan funding. In order for the lender to consider this workout, they will automatically double-down on reviewing CO's to confirm these spaces are legally permitted to generate income. It is often challenging and time consuming for zoning vendors to retrieve CO's, so keeping these on file is one way of preparing for unexpected scenarios.

D. Market Info

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

E. 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 units owned and managed in market will be a strong, lender focus.

F. 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*

G. 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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