

# **Application Forms**

## **Multifamily**

**5 or more units**

**Apartment complex**

Commercial Mortgage Application  
 Property Type: **MULTIFAMILY (5+ UNITS)**

|                  |       |
|------------------|-------|
| Borrower         | _____ |
| Application Date | _____ |
| Originator       | _____ |

**Loan Information**

Loan Name/Description \_\_\_\_\_

Recourse Preference     Recourse     Non-Recourse     Negotiable

Loan Purpose     Purchase     Refinance     Construction

If Purchase, Purch Price    \$ \_\_\_\_\_    Closing Date \_\_\_\_\_

If Refinance, Loan Balance    \$ \_\_\_\_\_    Interest Rate \_\_\_\_\_%    Type: Fixed \_\_\_\_\_ Variable \_\_\_\_\_

Cost of Recent Improvements    \$ \_\_\_\_\_    Improvements Documented?    Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

If Constr, Constr Cost+Land    \$ \_\_\_\_\_    Completion Date \_\_\_\_\_

**Borrower Information**

Borrower Name \_\_\_\_\_

Borrower Type     Individual     Corp     LLC     Trust     Ltd or Gen Prtnrshp     Other \_\_\_\_\_

Primary Contact \_\_\_\_\_    Contact Email \_\_\_\_\_

Address \_\_\_\_\_    City \_\_\_\_\_    State \_\_\_\_\_    Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_    Fax ( ) \_\_\_\_\_

Net Worth \$ \_\_\_\_\_    FICO Score \_\_\_\_\_    Bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_

**Property Information**

Property Name \_\_\_\_\_    No. of Bldgs \_\_\_\_\_

Property Subtype:    Garden Apts \_\_\_\_\_ Mid-Rise \_\_\_\_\_ High-Rise \_\_\_\_\_ Student Hsg \_\_\_\_\_ Military \_\_\_\_\_ Townhouse \_\_\_\_\_ Co-Op \_\_\_\_\_

Land Area \_\_\_\_\_    Property Management Contract in place? Yes \_\_\_\_\_ No \_\_\_\_\_

Last Appraised Value    \$ \_\_\_\_\_    Last Sale Price \$ \_\_\_\_\_

Last Appraisal Date \_\_\_\_\_    Date of Last Sale \_\_\_\_\_

Property Attributes:    Income Subsidized (HAP/HUD): Yes \_\_\_\_\_ No \_\_\_\_\_ What %? \_\_\_\_\_%    Owner-Occupied: Yes \_\_\_\_\_ No \_\_\_\_\_

Adjacent to Sewage/Waste Treatment facility: Yes \_\_\_\_\_ No \_\_\_\_\_ Student Housing \_\_\_\_\_%    Military Housing \_\_\_\_\_%    Corp Housing \_\_\_\_\_%

Pools \_\_\_\_\_ Laundry Rooms \_\_\_\_\_ Clubhouses \_\_\_\_\_ Tennis Courts \_\_\_\_\_ Exercise Rms \_\_\_\_\_ Playgrounds \_\_\_\_\_ Security Gates \_\_\_\_\_

Surrounding Land Use:    Similar Res \_\_\_\_\_ Higher Scale Res \_\_\_\_\_ Lower Scale Res \_\_\_\_\_ Retail \_\_\_\_\_ Office \_\_\_\_\_ Industrial \_\_\_\_\_ Mixed Use \_\_\_\_\_

**Building Information**

Building Address \_\_\_\_\_    City \_\_\_\_\_    State \_\_\_\_\_    Zip \_\_\_\_\_

Number of Stories \_\_\_\_\_    Year Built \_\_\_\_\_    Year Renovated \_\_\_\_\_    Overall Appearance: Avg \_\_\_\_\_ Above \_\_\_\_\_ Below \_\_\_\_\_

Units include: Microwave \_\_\_\_\_ Ceiling Fans \_\_\_\_\_ Fireplace \_\_\_\_\_ Air Conditioning \_\_\_\_\_ Flat Roof? Yes \_\_\_\_\_ No \_\_\_\_\_ T-111 Exterior? Yes \_\_\_\_\_ No \_\_\_\_\_

Est. Market Vacancy % \_\_\_\_\_ %    Gross Building Area \_\_\_\_\_ SF    Net Rental Area \_\_\_\_\_ SF



**Multifamily Purchase or Refinance**  
**Commercial Loans**

Check List of required information to complete business loan proposal.

Project Name \_\_\_\_\_

Borrower Name \_\_\_\_\_

Borrower Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Date Received \_\_\_\_\_

**Personal information**

- \_\_\_\_\_ Signed 1003, officers owning more than 20% of the company
- \_\_\_\_\_ Copy of, S.S.,D.L., Resident Card or Citizen proof.
- \_\_\_\_\_ Credit report authorization by borrower's.
- \_\_\_\_\_ Personal financial statement dated within 30 days (no 1003)
- \_\_\_\_\_ Current year personal bank Accounts.
- \_\_\_\_\_ Last three years of personal income tax.
- \_\_\_\_\_ Assets documents support.
- \_\_\_\_\_ Current personal financial statement (30 days) for each partner stockholder and or officer owning more than 20% of the company.
- \_\_\_\_\_ Last 3 years personal income tax, on all 20% + owners
- \_\_\_\_\_ Three last months personal bank statements.
- \_\_\_\_\_ Financial statement of any affiliate business owned, operated, or 50% or more controlled by principals of this business.

**Business & property information**

- \_\_\_\_\_ Copy of corporate charter, articles & by law, assumed name.
- \_\_\_\_\_ Copy of business license.
- \_\_\_\_\_ Description / History of the company.
- \_\_\_\_\_ Resumes on key management.
- \_\_\_\_\_ Last three years business Income Tax
- \_\_\_\_\_ Current year of business profit and loss, dated within 30 days.
- \_\_\_\_\_ Current financial statement.
- \_\_\_\_\_ Current year business bank statements.
- \_\_\_\_\_ Schedule of account receivables, balancing to current statement.
- \_\_\_\_\_ Schedule of accounts payable, balancing to current statement.
- \_\_\_\_\_ Copy of deed, trust, or warranty deed.( refinancing)
- \_\_\_\_\_ Copy of the note.( refinancing)
- \_\_\_\_\_ Copy of the buy or sell agreement.( purchase)
- \_\_\_\_\_ Insurance, tax, and association information.
- \_\_\_\_\_ Appraisal of Real Estate, ( older )
- \_\_\_\_\_ Purpose and benefit of the loan, and use of the loan proceeds.
- \_\_\_\_\_ Actual photo's of the property.
- \_\_\_\_\_ Rent roll.
- \_\_\_\_\_ Actual expenses.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Rep. Signature