VALUEXPRESS
The Banker's Mortgage Conduit

655 Third Avenue, Floor 9
New York, New York 10017
800-650-2627

Checklist to Receive a Credit-Approved Term Sheet for an Agency Loan

- Property Address and name of Owner
- Amount of Loan Requested
- Is the transaction a purchase or refinance? If purchase, provide a copy of the purchase contract
- Year-end property income and expense statements for the property for the most recent 3 years in Excel
- The most recent 12 months' income and expense statement BY MONTH through most recently available month in Excel
- Provide the most recently available balance sheet for the property
- Identify any capital improvements or large non-recurring expenses in the income and expense statements
- Annual average occupancy statistics for most recent 3 years
- Current Rent Roll, including tenant name, square footage, monthly base rent, lease start date, lease end date, initial date of occupancy, gross potential rent and occupancy rate
- Copy of the most recent tax bill
- Copy of any old appraisal, property condition assessment or Phase I Environmental assessment. If none, provide site plan with size of property and layout of tenant spaces

  Provide the owner's estimate of property value and the owner's cost estimate to buy land parcel and build asset today. Provide year of construction and year of subsequent renovation/cost

- Complete Debt Schedule. **Click here**
- Complete Organization Chart **Click here**
- Complete Sponsor-Borrower Certification. **Click here**
- Complete attached Special Conditions Certification – Agency Loans **Click here**
- Provide a Personal Financial Statement for any owner > 20%, resume for sponsor. Provide a resume for the sponsor indicating experience in the ownership and operation of similar properties
- Provide a resume/brochure/website for the management company (if third-party managed)
- Market study: market occupancy, market rents by class (A, B, C), absorption
- Exterior photographs/website

Please provide the documents by email.