

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%
 - Please 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.