



Information Checklist — Real Estate

NOTE: Some items may not apply, or additional information may be requested.

1. _____ **Application** ([click here](#))
2. _____ **Questionnaire** (for Acquisition & Development Projects—[click here](#))
3. _____ **Source & Use of Funds** (for Purchase or New Development—[click here](#))
4. _____ **Business Financial Statements** (for last 2/3 years—must be complete)
*[Business Tax Returns- *if* Financial Statements are not CPA Audits (must be complete)]
5. _____ **Interim Financial Statement** (include Prior Year Comparable if possible)
6. _____ **Personal Financial Statement** (if Own > 20% —[click here](#) if form needed)
7. _____ **Personal Tax Returns** (last 2/3 years if Own > 20%; complete Fed. Return only)
8. _____ **Property Income/Expense Statements** (3 Years + Interim)
9. _____ **Schedule of Debt** (form available on website if needed—[click here](#))
10. _____ **Proforma Operating Statements w/ Assumptions** (if available)
11. _____ **Brief History/Description of Property** (provide pictures if available)
12. _____ **MAI Appraisal** (if available)
13. _____ **Purchase & Sale Agreement** (for acquisitions)
14. _____ **Rent Roll + Lease Summary** (if applicable)
15. _____ **Financial/Credit Information on Major Tenants** (if applicable)
16. _____ **Resume on Owner(s)/Management**
17. _____ **Company Profile & History** (incl. brochures, website, other background info)
18. _____ **Business Plan/ Feasibility Study** (if applicable)

Complete & accurate information will help us to expedite your request at the best available terms. Please call if there are any questions or difficulties in providing the above. All information treated as confidential. THANK YOU.