**COMMERCIAL LENDING CHECKLIST**

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Date:1 September 2020 Recipient Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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INFORMATION REQUESTED FOR INITIAL FIRST CUT ANALYSIS UNDERWRITING

\_\_\_\_\_ Brief overview of proposed project and asset class financed.

\_\_\_\_\_ Brief description of company line of business and period of time in operation.

\_\_\_\_\_ Three years tax returns for all entities and all pages.

\_\_\_\_\_ Three years tax returns for all owners of greater then 20% of company including personal financial statement.

\_\_\_\_\_ Three years financial statements, externally prepared if available, if not internally prepared statements are requested.

\_\_\_\_\_ Most recent interim financial statements with prior comparable period.

\_\_\_\_\_ Accounts receivable and accounts payable aging.

\_\_\_\_\_ Description of legal entities and ownership diagram.

\_\_\_\_\_ Diagram of entities ownership and inter-company transfers.

\_\_\_\_\_ Description of inter-company accounts and transactions (including transactions with owners or liabilities to former owners).

\_\_\_\_\_ List of all senior debt outstanding and terms, including current debt service, collateral securing debt and any payment or yield maintenance or defeasance terms, and please identify all current senior debt that will not be refinanced.

\_\_\_\_\_ Current rent roll if applicable.

\_\_\_\_\_ Two years property cash flow analysis if applicable.

\_\_\_\_\_ Six months business bank statements.

***If proposed project is new construction please provide additional information:***

\_\_\_\_\_ Project description.

\_\_\_\_\_ Estimated construction budget and draw schedule.

\_\_\_\_\_ Proposed time line for construction and final occupancy.

\_\_\_\_\_ Budgeted property cash flow analysis for one year.

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