
MULTI-FAMILY / COMMERCIAL PRE-QUAL CHECKLIST

I need the following in order to pre-qual a deal for you.

1. A personal financial statement dated within the last 60 days.
2. A tri merge credit report dated within 60 days.
3. A full 1003, including a real estate owned and all assets.
4. The last 2 years and year to date income operating expense statement for the property. If last 2 years not available then I need the last 2 years Schedule E from the seller on this property. The last 2 years income operating and expense reports plus year to date reports if owner occupied purchase.
5. If applicable, A copy of the rent roll dated within the last 60 days. Signed and dated by both the borrower and the seller. The rent roll must state an as of date. Please make sure the rent roll has the tenant name, unit number, rent amount, square footage, lease start and lease expiration date. If property is a mobile home park, please make sure that the pad and the trailer rental amounts are separated.
6. A copy of the purchase contract.
7. A brief summary of the loan requested and your contact information.
8. A resume on the borrower.
9. If possible a couple digital color photo's of the property.