



Commercial Mortgage Advisors

605 N. Wymore Road • Winter Park, FL 32789-2693

www.cmacapital.com

Loan Checklist

1. Executive Summary of the Project and Financing Request
2. Borrower's Web Site
3. Project Web Site (if available)
4. Borrowing entity's name (US single asset entity)
5. Borrower/Sponsor resume with project development or owner/operator background
6. Borrower/Sponsor current personal and company financial statements
7. Borrower/Sponsor most recent credit report, if available
7. Borrower/Sponsor tax returns for last 3 years
8. Rent Roll: Lessee name, suite number, square footage leased, annual rent, expenses reimbursed, lease start and expiration dates, renewal options and rent escalations
9. Pro-forma profit and loss for a proposed project
10. Pro-forma profit and loss statement for current year
11. Profit and loss statements — year-to-date & previous 3 years
12. Architectural Rendering (if available)
13. Area map
14. Aerial photograph (if available)
15. Site plan
16. Survey
17. Photographs of subject property — front, rear and sides
18. Franchise agreement
19. Copy of existing appraisal and/or Feasibility Study (if available)
20. Property Brochures and/or listing information
21. Existing loan information (lender name, original loan amount, loan balance, interest rate, maturity date, etc.)
22. Sources & Uses of Funds (land, hard & soft cost)
23. Use of proceeds breakdown (refinance, existing loan balance, capital improvements, etc)
24. Project leases and/or lease briefs
25. Demographics
26. Letter of Intent or Sales Contract (Please specify)
27. Construction Cost Breakdown
28. Plans and Specifications
29. Septic Tank or Sanitary Sewer (Please specify)
30. Existing or prior Environmental Phase I or Phase II (if an NFA was required, provide a copy)

**PLEASE PROVIDE PDF OR EXCEL DOCS WHENEVER POSSIBLE
NOT ALL ITEMS ARE NEEDED FOR A PRELIMINARY QUOTE**