



**Pro Loan Finders, LLC**

Over 25 Years of Experience in Commercial, Residential & Construction Financing

**Preliminary Questionnaire  
&  
Documentation Checklist <sup>TM</sup>**

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Version 1.7

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## Borrowing Entity Information

Borrower Type:

- a) Individual
- b) Corporation
- c) LLC
- d) Trust
- e) Limited or General Partnership
- f) Other \_\_\_\_\_

Company Name: \_\_\_\_\_

No. Of Principals: \_\_\_\_\_

Principal Name	Net Worth, Credit Score (est.)	Responsibilities / Current Employment Title

Prior Bankruptcy (if yes date name of principal): \_\_\_\_\_

Contact Number/Name of Managing Principal for This Project: \_\_\_\_\_

Mailing Address of Main Principal/Entity: \_\_\_\_\_

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## Borrowing Entity Documentation Checklist

The Checklist ensures that important financial criteria are reviewed, analyzed, and accepted for accuracy prior to full project submission, as well as a thorough investigation of a company or individual to assess their potential as a client.

- Current Personal Financial Statements
- Prior Three Years Personnel Tax Returns
- Prior Three Year Business Tax Return
- Borrowing Entity Documentation i.e. Articles of Incorporation
- Credit Report (If Available)
- Resume of Principals

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## Details Of Transaction

Loan Amount: \_\_\_\_\_

Purchase Price (if applicable): \_\_\_\_\_

Appraised Value (est.): \_\_\_\_\_

Down Payment: \_\_\_\_\_

Term Desired: \_\_\_\_\_

Requested Recourse:

- a) Full Recourse
- b) Partial Recourse
- c) Non-Recourse

For Construction Transactions:

- a) Land Value: \_\_\_\_\_
- b) Land Purchase Price: \_\_\_\_\_
  
- c) Construction Cost (Including Land Value): \_\_\_\_\_
- d) Anticipated Completion Date: \_\_\_\_\_
- e) Project End Value: \_\_\_\_\_

For Refinance Transactions:

- a) Existing Loan Balance: \_\_\_\_\_
- b) Loan Maturity Date: \_\_\_\_\_
- c) Current Interest Rate: \_\_\_\_\_
- d) Fixed or Variable: \_\_\_\_\_
- e) Improvements Made Since Property Acquired:

\_\_\_\_\_

- f) Est. Cost of Improvements made: \_\_\_\_\_
- g) Can Improvement costs be documented: \_\_\_\_\_

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# Property/Project Questionnaire

Subject Property Address: \_\_\_\_\_

Subject Property City/State/Zip: \_\_\_\_\_

Property Type:

- a) Office
- b) Multifamily
- c) Mobile Home Park
- d) Retail Industrial
- e) Health Care
- f) Self Storage
- g) Hotel
- h) Other (explain) \_\_\_\_\_

Property Sub-Type Description: \_\_\_\_\_

\_\_\_\_\_

Overall Appearance and Marketability:

- a) Below Average
- b) Average
- c) Above Average

Surrounding Land Use:

- a) Similar Residential
- b) Higher Scale Residential
- c) Lower Scale Residential
- d) Retail
- e) Office
- f) Industrial
- g) Mixed Use

Property is located in Central Business District: \_\_\_\_\_

Property Management Contract in Place: \_\_\_\_\_

Property Subject to Ground Lease: \_\_\_\_\_

Ground Lease exp. Date (if applicable): \_\_\_\_\_

No. of Units: \_\_\_\_\_

No. of Stories: \_\_\_\_\_

Est. Market Rent Per / Unit: \_\_\_\_\_

No. Occupied Units: \_\_\_\_\_

No. Vacant Units: \_\_\_\_\_

Year Constructed: \_\_\_\_\_

Year Renovated: \_\_\_\_\_

No. of Buildings: \_\_\_\_\_

Land Area (acres): \_\_\_\_\_

Last Appraisal Date: \_\_\_\_\_

Date of last sale: \_\_\_\_\_

Sale price at last sale: \_\_\_\_\_

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## Property / Project Questionnaire Cont.

### Units Include:

- a) Microwave: \_\_\_\_\_
- b) Ceiling Fans: \_\_\_\_\_
- c) Fire Place: \_\_\_\_\_
- d) Air Conditioning: \_\_\_\_\_
- e) Other/Additional: \_\_\_\_\_

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### Utilities/Services Included In Rent:

- a) Heat: \_\_\_\_\_ Metered Separately: \_\_\_\_\_
- b) Electricity: \_\_\_\_\_ Metered Separately: \_\_\_\_\_
- c) Water: \_\_\_\_\_ Metered Separately: \_\_\_\_\_
- d) Sewer: \_\_\_\_\_ Metered Separately: \_\_\_\_\_
- e) Gas: \_\_\_\_\_ Metered Separately: \_\_\_\_\_
- f) Oil: \_\_\_\_\_ Metered Separately: \_\_\_\_\_
- g) Landscaping: \_\_\_\_\_
- h) Parking: \_\_\_\_\_
- i) Laundry Facilities: \_\_\_\_\_

Income Subsidized: \_\_\_\_\_

Percentage of Subsidized Units: \_\_\_\_\_

Property Is Owner-Occupied: \_\_\_\_\_

% of Student Housing: \_\_\_\_\_

% of Corporate Housing: \_\_\_\_\_

% of Military Housing: \_\_\_\_\_

No. Laundry Units: \_\_\_\_\_

No. Pools: \_\_\_\_\_

No. Club Houses: \_\_\_\_\_

No. Tennis Courts: \_\_\_\_\_

No. Exercise Rooms: \_\_\_\_\_

No. Playgrounds: \_\_\_\_\_

Security Gates: \_\_\_\_\_

Other Significant Features: \_\_\_\_\_

### Structural Components:

- a) Flat Roof: \_\_\_\_\_
- b) T-111 Exterior: \_\_\_\_\_
- c) Gross Building Area (SF): \_\_\_\_\_
- d) Est. Market Vacancy %: \_\_\_\_\_

### Additional Property/Project Comments:

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## Project Documentation Checklist

The Checklist ensures that important property/project criteria are reviewed, analyzed, and accepted for accuracy. The Preliminary Questionnaire, Executive Summary, Photos, Rent Roll, Income & Expense and Purchase Contract are needed prior to submission. This is not a comprehensive list of all documentation necessary for this transaction, it is a starting point. While not all of the information below is required for initial review, it is suggested that the below documentation is forwarded as quickly as possible for the most accurate review.

- Preliminary Questionnaire (please submit with original package)
- Executive Summary (please submit with original package)
- Photos of Front, Back & Side of Property. Photos of Land (for Construction).
- Rent Roll. Please ensure rent roll and supporting documentation contains the following for each Unit:
  - a) Number of beds/bath
  - b) Square Feet
  - c) Current Rent
  - d) Tenant at Will or Lease
  - e) Lease Expiration
  - f) Currently rent at, below or above market
- Purchase Contract (please submit with original package)
- Income & Expense Prior Three Years & YTD (please submit at minimum previous full year and YTD with original package)
- Inspections
- Copy of Earnest Money Deposit
- Lease Agreements
- Environmental Phase I
- Current or Previous Appraisal (If possible)
- Construction Budget Breakdown
- Deed
- Insurance
- Survey
- Permits
- Site Plan
- Marketing Plan
- Brochures, Advertising Materials, etc.
- Other Documentation able to be provided for initial review:  
\_\_\_\_\_  
\_\_\_\_\_

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## Preliminary Checklist

The Checklist is for individual use and helpful with coordinating necessary tasks in relation to above requested documentation.

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Due Diligence Checklist		
Completed	Task	Notes
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