

**Pre-Submission Cover Page**  
(Include with Loan Package)

Attention: \_\_\_\_\_

Date \_\_\_\_\_

Borrower \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Borrower Type     Individual     LLC     Corporation     Partnership     Trust

Property Address \_\_\_\_\_

Property Description     Multifamily     Retail     Office     Industrial     SFR 1-4

Condition \_\_\_\_\_

Size \_\_\_\_\_ SF    \_\_\_\_\_ % Occupied    Lot Size \_\_\_\_\_

Loan Purpose     Purchase     Refinance     Equity     Cash out    \$ \_\_\_\_\_

Loan Amount Requested    \$ \_\_\_\_\_ Est. Value    \$ \_\_\_\_\_

Existing Loan Amount    \$ \_\_\_\_\_ Purchase Price    \$ \_\_\_\_\_

Existing Loan Terms    Mo. Pmt.    \$ \_\_\_\_\_ Balance    \$ \_\_\_\_\_ Int. Rate \_\_\_\_\_ %

Pre Pay    \$ \_\_\_\_\_ Due Date \_\_\_\_\_

**Digital Color Photographs**

- The Property Improvements (Front, Rear, Sides, Parking)
- Any visible deferred maintenance
- Street Scenes
- The Neighborhood

Use a Digital Camera and provide 10 - 15 color shots. We will not look at a package without color photos of the property and surrounding area (NO POLAROID PHOTOS PLEASE). For image specifications, [click here](#).

**Maps**

- Local Map(s)
- Regional Map(s)

**Loan Request Details**

- A 1-2 page narrative Loan Request Summary that discusses the purpose of the loan, use of funds, acquisition information, history, exit strategy, etc.
- Pertinent property and borrower information (list positives and negatives)
- Appraisal Report (only if available - do not order one)
- Current Rent Roll & 12 month Operating Expense Statement (if applicable)