

Pre-Qualification Package Checklist

3 Steps to a Letter of Interest

All of the below information is required for a Letter Of Interest (LOI)

Please send all documents at one time!

Partial Submissions will NOT be Reviewed!

Step 1 - Property Information

1. Executive Summary / Business Plan (Details of what Borrower is trying to accomplish with background)
2. Loan Registration - "See Attached Document"
3. Color Pictures of subject property. View of all four sides of building and street.
4. Building Rent Roll for current month
5. For Income Properties with Tenants. Historical and Current Operating Statements.
 - 2007 1/1/07 - 12/31/07 Historical Operating Statement in the form of Schedule E's, 8825 or Schedule C on the subject property from the current owner's tax returns
 - 2008 1/1/08 - 12/31/08 Historical Operating Statement in the form of Schedule E's, 8825 or Schedule C on the subject property from the current owner's tax returns
 - 2009 1/1/09 – 12/31/09 Historical Operating Statement signed and dated by current owner(s) or in the form of Schedule E's, 8825 or Schedule C on the subject property from the current owner's tax returns
 - Current YTD 2010 - Current Operating Statement signed and dated by the owner
6. If subject property is a non-owner occupied single tenant we require review of the occupying tenant's year to date operating statement and last year's P & L's.

Step 2 – Borrower Information

1. Purchase Contract if Applicable
2. Current Personal Financial Statement of Borrower(s)
3. Borrower's business and personal tax returns for the past three (3) years
4. Current Credit Report if available. We pull our own Credit Report with Due Diligence Fee.
5. Signed Certification and Authorization - "See Attached Document"
6. Broker Fee Disclosure - "See Attached Document"
7. Due diligence fee. Non refundable. \$250.
8. After review of Pre-Qual package either prior to or after issue of LOI at our lenders option a conference call with the borrower(s) maybe required.

Step 3 - How to get the Pre-Qualification Package to Us

Submission of Email with Maximum attachments of no more than 10 mb
Send pdf attachments only or, go to www.box.net to forward large files

Email with pdf Attachments to:

gayle@sbaclc.com

Or,

FedEx, UPS or Mail to following Address:

Commercial Lending Corporation
10475 Park Meadows Mall, Unit 600
Lone Tree, Colorado 80124

LOAN REGISTRATION

Note: Partial Packages Will NOT Be Reviewed!

Originator Name _____ Date _____
 Company _____ Phone _____ Cell _____
 Address _____ Fax _____
 City, State, Zip: _____
 E-Mail _____

Borrower Information	Borrower #1	Borrower #2	Borrower #3
Name (s)			
Show All Three Credit Scores			

Title will be held in what name(s)? _____
 Loan Amt \$ _____ Interest Rate _____ % LTV _____ %
 Program? _____ Requested Close Date _____
 (Circle One) Recourse or Non-Recourse (Circle One) Rate Buy Down? Yes or No
 (Circle One) How was the Due Diligence Fee \$250 sent? Wired or Mailed

Please include any comments or requests below. *How did you find us?*

PURCHASE

Purchase Price \$ _____ (If applicable) Seller Concessions \$ _____
 (If applicable) Seller Carry Back Second Loan Amount \$ _____ Seller's Phone _____
 Purchase Contract Close Date _____ 1031 Exchange? Yes or No If Yes, What is the drop dead date? _____
 1031 Accommodator Name _____ Phone _____

REFINANCE

Estimated Current Property Value \$ _____ Purchase Date MO/Year _____ / _____
 Original Purchase \$ _____ Current Rate _____ % Current Amortization _____
 Owner's Name _____ Total Amount of Existing Liens \$ _____
 Owner's E-Mail _____ Owner's Phone _____
 (Circle One) Cash Out? Yes or No If Cash Out; how much? \$ _____
 Purpose for Cash Out? _____

PROPERTY INFORMATION

Property Type? _____ (Circle One) Income Property or Owner Occupied or Combination Owner Occ _____ %
 Property Address _____
 City _____ State _____ Zip _____ County _____
 # Units _____ # Vacant Units _____ # Bldgs _____ MO/Year Built _____ / _____

Property Access Contact

 (Cannot be Mortgage Broker)
 Phone _____ E-Mail _____

Appraisal is Ordered by Commercial Lending Corporation *Call for any exceptions.*
 Title - Escrow Contact (if applicable) _____
 Title - Escrow Phone _____ E-Mail _____

Borrower #1 Name _____
 Phone _____ E-Mail _____
 Borrower #2 Name _____
 Phone _____ E-Mail _____

PERSONAL FINANCIAL STATEMENT

As of _____, _____

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name _____ Business Phone _____

Residence Address _____ Residence Phone _____

City, State, & Zip Code _____

Business Name of Applicant/Borrower _____

ASSETS		(Omit Cents)	LIABILITIES		(Omit Cents)
Cash on hand & in Banks	\$	_____	Accounts Payable	\$	_____
Savings Accounts	\$	_____	Notes Payable to Banks and Others	\$	_____
IRA or Other Retirement Account	\$	_____	(Describe in Section 2)		
Accounts & Notes Receivable	\$	_____	Installment Account (Auto)	\$	_____
Life Insurance-Cash Surrender Value Only	\$	_____	Mo. Payments \$ _____		
(Complete Section 8)			Installment Account (Other)	\$	_____
Stocks and Bonds	\$	_____	Mo. Payments \$ _____		
(Describe in Section 3)			Loan on Life Insurance	\$	_____
Real Estate	\$	_____	Mortgages on Real Estate	\$	_____
(Describe in Section 4)			(Describe in Section 4)		
Automobile-Present Value	\$	_____	Unpaid Taxes	\$	_____
Other Personal Property	\$	_____	(Describe in Section 6)		
(Describe in Section 5)			Other Liabilities	\$	_____
Other Assets	\$	_____	(Describe in Section 7)		
(Describe in Section 5)			Total Liabilities	\$	_____
Total	\$	_____	Net Worth	\$	_____
			Total	\$	_____

Section 1. Source of Income			Contingent Liabilities		
Salary	\$	_____	As Endorser or Co-Maker	\$	_____
Net Investment Income	\$	_____	Legal Claims & Judgments	\$	_____
Real Estate Income	\$	_____	Provision for Federal Income Tax	\$	_____
Other Income (Describe below)*	\$	_____	Other Special Debt	\$	_____

Description of Other Income in Section 1.

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities. (Describe in detail.)

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature: _____ Date: _____ Social Security Number: _____

Signature: _____ Date: _____ Social Security Number: _____

Broker Fee Disclosure

Property Address _____

The undersigned borrower(s) intends to purchase or refinance real estate to be financed in part with a purchase or refinance money first mortgage from ("Lender"). The undersigned engaged:

_____ ("Broker")
to arrange the financing with Lender. In connection with such engagement, the undersigned agrees to pay to Broker a fee of \$_____, or _____% of the amount financed, upon closing of the foregoing real estate purchase or refinance and related financing transaction with Lender. This compensation shall be paid at settlement of the purchase or refinance and related financing transaction. The undersigned hereby indemnifies and holds Lender harmless from any and all liability and claims with respect to any fees or amounts owed by the undersigned to Broker or any other party in connection with the purchase transaction or refinancing transaction.

Borrower #1

Printed Name

Signature

Date

Phone

E-mail

Broker

Printed Name

Signature

Address

Phone

Borrower #2

Printed Name

Signature

Date

Phone

E-mail

Company Name if Applicable

Date: _____

E-mail

Borrower/Guarantor's Certification & Authorization

The undersigned certify the following:

I/We have applied for a mortgage loan from Multifamily and Commercial Lending Corporation

I/We do hereby certify that the information provided for the appraisal engagement documents are true and correct. This includes, but is not limited to, the Income and Expense Statement (Cash Flow Summary), Cash Flow Narrative, Rent Roll, Capital Improvement Summary Statement and the Collateral Questionnaire.

In applying for the loan, I/We completed a loan application containing various information on the purpose of the loan, employment and income information, and assets and liabilities. I/We certify that all of the information is true and complete. I/We made no misrepresentation in the loan application or other documents, nor did I/we omit any pertinent information.

I/We understand and agree the Lender reserves the right to verify the information provided on the application with the employer and/or the financial institution.

I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this mortgage loan, as applicable under the provisions of Title 18, United States Code, Section 1014

AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I/We have applied for a mortgage loan from Multifamily and Commercial Lending Corporation through their application process, and the Lender may verify information contained in my/our loan application and in other documents required in connection with the loan, either before the loan is closed or at the time of the Lender's quality control program.

I/We authorize you to provide to the Lender and to the Lender's investors to whom the Lender may sell my mortgage loan, any and all documents that they request. Such information includes, but is not limited to, employment history and income; bank, money market, and similar account balance; credit history; and copies of income tax returns.

The Lender, or any other investor that purchases the mortgage loan, may address this authorization to any party named in the application. Your Prompt reply to Lender, the investor that purchased the mortgage, or to the mortgage guaranty insurer (if any) is appreciated

A copy of this authorization may be accepted as an original

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(Borrower/Guarantor's Signature)	(Social Security Number) (Date of Birth)

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COMMERCIAL
LENDING
CORPORATION
www.sbaclc.com

since 1997

WIRING INSTRUCTIONS

Compass Bank
4016 Red Cedar Dr.
Highlands Ranch, CO 80126
720-348-8040

ABA: 107005319
ACCT: 2512485025
Beneficiary: Commercial Lending Corporation