

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. "See Attached Type In Document"
2. Loan Registration. "See Attached Type In Document"
3. Color Pictures of subject property. View of outside four sides of building and the more the better along with, street and interior color pictures. We grade the property with these pictures. "A", "B" or "C". "A" properties receive the lowest rates.
4. Building Rent Roll for current month.
5. Copies of All Leases.
6. For Income Properties with Tenants. Historical and Current Operating Statements are required.
 - 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
7. 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). "See Attached Type In Document"
3. Borrower's business and personal tax returns for the past three (3) years.
4. Current Credit Report if available.
5. Due diligence fee. Non refundable \$300.

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

Maximum attachments of no more than **10 MB** per Email

Send pdf attachments only. Many Emails are OK.

Email with pdf Attachments to:

pre-qualification@sbaclc.com

Or,

FedEx, UPS or Mail to following Address:

Commercial Lending Corporation
10475 Park Meadows Drive, Suite 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 \$300 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: _____



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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

Executive Summary Input Form

Submitted By:		Date:
Phone Number:		
Email Address:		
Deal Source:		
<hr/>		
Brief Overview of Loan Request?		
Property Type?		
Date Built?		
How many Units?		
Borrower's Loan Request Priorities?		
What will this loan accomplish for the borrower?		
Borrower(s) Name and Location, city and state?		
Property(s) Name and Location. city and state?		

Brief Description of the Property Type? Attach Pictures.		
Property Value?		Comments
Loan Amount?		Comments
Use of Funds? Include Source and Use of Funds Schedule for Construction Projects		
Borrower's Amount & Source of Equity in Property?		
Loan Type? Comment All That Apply. →	Purchase Refinance (Current Rate & Terms) Cash Out Rate and Term Bridge Construction Mezzanine Forward Commit Hard Money Development	Comments:

Key Principal(s) and Percentage of Ownership?	
Background and Overview of Key Principal(s)?	
Who will personally Guarantee the Loan?	
Net Worth, Liquidity & Credit Scores of the Guarantor(s)? Attach Personal Financial Statements	
Who will Manage the Property? What is their Management Experience and Track Record? Attach Resume(s)	
NOI of the Property? % of Tennant Occupancy?	

<p>% of Owner Occupancy?</p>	
<p>Primary Source of Loan Repayment?</p>	
<p>Secondary Source of Loan Repayment?</p>	
<p>Final Comments: Why will this project be a good loan for the Lender?</p>	
<p>Attach Operating Statements for 2007, 2008, 2009</p> <p>Attach 2010 Operating Statement</p> <p>Attach Current Rent Roll</p>	