

National Commercial Property Loans Inc.

HOTEL / MOTEL

Needs List:

- **Executive Summary**
- **Purchase Contract**
 - With all Exhibits and Amendments
- **Environmental Information**
 - Any previous Environmental Reports
- **Any previous Appraisals**
- **Pictures of property and or Marketing Brochure**
- **STR Report**
 - A complete report in Excel or PDF format is required
 - The STR Report can be no more that 60 days old
- **3 years (2007, 2008, 2009) tax returns, and YTD 2010 and YTD Operating Statement**
 - Must include each line item broke out
 - All employee department payroll must be broke out to show payroll, payroll taxes, and benefits for each employee department
 - **Trailing 12 Month Income & Expense Operating Statements**
 - Same breakouts as the Operating Statements
- **Application all principles owning more than 20%**
 - Personal Financial Report
 - Tri Merged Credit report (If available)
 - Personal Financials all principals
 - Schedule of Properties Owned
 - Resume
- **Refinance**
 - What is the existing debt
 - Is there a Prepayment Penalty
 - What is the timing?
 - Copy of Existing note
 - Use of Funds
- **Photos**
 - Interior
 - Exterior
- **What type of Entity and Name is on title**
- **How many Beds**
 - Daily Room rate
 - Amenities
- **Website of property if available**
- **Rehab or new construction**
 - Construction Budget
 - Contractor Bid and or Contract
 - 2 Years Projected Monthly Income/Expense Report
 - Feasibility Study
 - Business Plan
- **Other Items that may be required:**
 - Restaurant Leases
 - Ground Leases
 - Quality Control Reports
 - Franchise Agreement (if applicable)