

NATIONAL COMMERCIAL PROPERTY LOANS

Document Checklist

Date: _____

Borrower's Name: _____

Property Name: _____

Property Address: _____

City, State Zip: _____

Step 1: Initial Items required to obtain a Letter of Interest "LOI":

- 1003 Application**- May be completed online at www.nationalcommercialpropertyloans.com or *(copy of form attached)*.
- Current Rent Roll** *(copy of form attached)*.
- Income Expense Reports** for 2005/2006 and year to date *(copy of form attached)*.
- 5 Color pictures** of the property (front, back, sides and views up and down the street including adjacent properties on both sides) *(if available)*.
- Copy of Purchase Contract** *(if available)*.
- Copy of Credit Report** *(if available or broker will provide)*.

Step 2: The following items are REQUIRED to Order Appraisal and Rate Lock

- Signed LOI** ("Letter of Interest") from Lender *(provided by Lender)*.
- Deposit** for Appraisal, application fees, credit reports and processing. *(Amount to be specified by LOI)*.
- 5 Color pictures** of the property (front, back, sides and views up and down the street including adjacent properties on both sides).
- Copy of **Fully Executed Purchase Contract** and all riders.
- Signed Current Rent Roll** (apartment number, tenant name, bed bath of each unit, sq footage of each unit, security deposit, current rent and move-in date) *(copy of form attached)*.
- Signed Operating Statement** for the Property (2005, 2006 and YTD 2007) *(copy of form attached)*.
- Signed original **1003 Loan Application**, **Borrower's Certification and Authorization Form**, **Real Estate Owned** and **IRS Form 4506T Form** *(copy of forms attached)*.
- Contact Information**, name and telephone number for person to be contacted by Appraiser.
- Insurance company contact information**, name, telephone and fax number.
- Escrow instructions**, and or Title company contact information (lender may order).
- Last 2 years federal income tax returns** with all K-1's for each borrower (2005 and 2006) *(Except for STATED INCOME loan)*.

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Step 3: The following items are REQUIRED PRIOR TO SUBMISSION to Underwriting

- Termite Inspection Report.**
- Property Inspection Report** (if required by Lender).
- Lease/Rental Agreement** (if required by Lender).
- Property Management Agreement** or Letter explaining how borrower plans to manage property.
- Verification of earnest Money Deposit**
- Last 3 months bank statements or 1031 proceeds showing funds to close.**
- Copy of last pay stub and 2 years W-2's** (not for Stated Income).
- Year to date P/L on Business** (if applicable).
- Copy of Articles of Incorporation, By Laws or Partnership Agreements** (if applicable).
- 2005/2006 Partnership tax returns** (if applicable).
- Copy of most current tax bill on property.**
- Copy of Driver's License or Photo I.D. and SS card.**
- Copy of Survey.**

FAX OR EMAIL REQUIRED DOCUMENTS TO:

National Commercial Property Loans

14860 Montfort Drive,

Suite 200,

Dallas, TX 75254

OR

239 Regatta Drive,

Jupiter, FL 33477

Toll Free: (877) 837-6489

Phone: (972) 458-7781

Fax: (866) 257-9609

Email: johnc@dcmonline.net

Website: www.nationalcommercialpropertyloans.com