

# CAPITAL REQUEST APPLICATION

**Very Important:** Fill in each space below applicable to your proposal, supplying full details. Please print or type. The information you provide will give us a complete prospectus of your real estate and financial need. It will help us help you. It is therefore critical that this preliminary information be accurate and complete. Answer "no" or "not applicable" where appropriate. **DO NOT LEAVE ANY QUESTION BLANK.** Please keep all the information on this form. Avoid any attached supplementary explanation or sheets of paper. All statements should be made in English, and currencies expressed in U.S. dollars.

1. Borrower's Data

Date of this Application: \_\_\_\_\_

Name of Principal \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_

Company \_\_\_ Present \_\_\_ Proposal \_\_\_ None \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of Entity: \_\_\_\_\_ Individual(s) \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ General \_\_\_\_\_ Ltd \_\_\_\_\_ LLC \_\_\_\_\_

State of residency or formation (of Corporation or Partnership) \_\_\_\_\_

Net worth of combined borrowers \$ \_\_\_\_\_

Net liquid worth of combined borrowers \$ \_\_\_\_\_

A brief summary of borrower's building and management experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List banking references (with names, addresses and management experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Property Information

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Description: \_\_\_ Apartment \_\_\_ Shopping Center \_\_\_ Office Building  
\_\_\_ Hotel/Motel \_\_\_ Other (Specify) \_\_\_\_\_

Class of construction: \_\_\_ wood \_\_\_ Brick \_\_\_ Concrete \_\_\_ Other \_\_\_\_\_

Number of Buildings/stories \_\_\_ Number of units \_\_\_ Age \_\_\_\_\_

Rental square foot \_\_\_\_\_ Lot Size (Acres or sq. ft) \_\_\_\_\_

Commercial Projects (National tenants, if any) \_\_\_\_\_

3. Loan & Guarantee Information

Amount of loan \$ \_\_\_\_\_ Term \_\_\_\_\_ Rate (per annum) \_\_\_\_\_

Percentage of Guarantee being sought (if any) : \_\_\_\_100% \_\_\_\_90% \_\_\_\_75% \_\_\_\_50% \_\_\_\_ Other \_\_\_\_\_

Purpose of loan: \_\_\_\_\_ Proposed Construction \_\_\_\_\_ Refinance \_\_\_\_\_

Other \_\_\_\_\_

Type \_\_\_\_\_ First Mortgage \_\_\_\_\_ Wraparound \_\_\_\_\_ Other \_\_\_\_\_

Repayment sources: \_\_\_\_\_

If existing construction: \_\_\_\_\_

Purchase price \_\_\_\_\_ Terms \_\_\_\_\_ Date \_\_\_\_\_

Underlying debt information:

	1 <sup>st</sup>	2 <sup>nd</sup>
Original Principal	_____	_____
Original Date	_____	_____
Current Balance (as of date)	_____	_____
Interest Rate	_____	_____
Monthly P & I	_____	_____
Escrows	_____	_____
Maturity	_____	_____
Interim Balloons	_____	_____
Assumable/Due on Sale	_____	_____
Lender (name & Address)	_____	

If Proposed Construction:

Cost of Land \$ \_\_\_\_\_ Year land was acquired \_\_\_\_\_

Land \_\_\_\_\_ is \_\_\_\_\_ is not owned in fee simple.

Total obligations outstanding::

a) On land \$ \_\_\_\_\_ b) on fees \$ \_\_\_\_\_ c) on project \$ \_\_\_\_\_

Estimated cost of building \$ \_\_\_\_\_

Estimated cost of other improvements \$ \_\_\_\_\_

Estimated date of completion \$ \_\_\_\_\_

Estimated date of completion \$ \_\_\_\_\_

Name of architect \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name of contractor \_\_\_\_\_

Address \_\_\_\_\_

4. Valuation:

Estimated evaluation of entire project: \$ \_\_\_\_\_

Appraised by \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Designation (MAI, SRA, etc.) \_\_\_\_\_

Guarantor (if any)

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

5. Ownership Data

List all principals and their percentage of ownership

Name	(%) Ownership	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. How much CASH do you have in your bank account as of date of this applicant? \$ \_\_\_\_\_

How much CASH do you plan to contribute to this project? \_\_\_\_\_

Sources of this CASH: \_\_\_\_ Savings \_\_\_\_ Gift \_\_\_\_ Other (Specify) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. Your business background, experience, or education in this field \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. How would you rate your business and personal reputation:

\_\_\_\_ Excellent \_\_\_\_ Good \_\_\_\_ Fair \_\_\_\_ Poor \_\_\_\_

9. How would you rate your personal and business credit rating:

\_\_\_\_ Excellent \_\_\_\_ Good \_\_\_\_ Fair \_\_\_\_ Poor \_\_\_\_ Bankrupt \_\_\_\_

10. Financial Data

A brief 3 year operation history (for existing structures only)

	Actual	Actual	Actual
Financial History	20_____	20_____	20_____
Gross Rents	\$_____	\$_____	\$_____
Expenses	\$_____	\$_____	\$_____
Net Operating Income	\$_____	\$_____	\$_____
Recent occupancy rates _____% previous two year's _____% _____%			

A brief financial projection (next 3 years, for existing & proposed construction):

	Actual	Actual	Actual
Financial History	20_____	20_____	20_____
Projections	\$_____	\$_____	\$_____
Gross Rents	\$_____	\$_____	\$_____
Expenses	\$_____	\$_____	\$_____
Net Operating Income	\$_____	\$_____	\$_____
Projected occupancy rates First year _____% Second _____% Third _____%			

## General Information

11. \_\_\_ I am looking for funding for my client.
12. \_\_\_ I am looking for funding for own project
13. Approximately how long have you been looking for this funding? \_\_\_\_\_Years \_\_\_\_\_Months
14. Approximately how many brokers or consultants have you engaged for this project (*check or circle*)
15. *Do you presently engage a broker or consultant?* \_\_\_yes No\_\_\_
16. Have you received or paid any fees for the acquisition of this funding? How much (*if any*)  
 \_\_\_Received \$\_\_\_\_\_ Paid \$\_\_\_\_\_
17. Do you operate as a broker/loan/or mortgage consultant? \_\_\_Yes \_\_\_No \_\_\_  
 If yes, how long? \_\_\_\_\_Years \_\_\_\_\_Months

# Brief Personal Financial Statement

Assets		Liabilities	
Checking Account	\$ _____	Personal Loans	\$ _____
Savings Account	\$ _____	Business Loans	\$ _____
Home, fair market value	\$ _____	Home Mortgage	\$ _____
Listed Stocks & Bonds	\$ _____	Other Mortgages	\$ _____
Auto	\$ _____	Other Obligations	\$ _____
Other real estate, fair market value (Specify) _____			
	\$ _____		
Other Assets	\$ _____		
Total Assets	\$ _____	Total liabilities	\$ _____
Total Assets minus liabilities \$ _____		<b>Your Net Worth</b>	

Sources of Income: <i>(Income you receive last year from salary, Investments, business real estate or other)</i>	Amount (monthly)	Amount (yearly)
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>Total amount:</b>	\$ _____	\$ _____

I submit this application to you as a matter of relaying information to you to help you evaluate the feasibility of helping me with my financial needs. To the best of my knowledge and belief, the information contained herein is true.

Name of Applicant \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_  
 SUBMITTED BY:  
 Name of Associate \_\_\_\_\_ Date of Submittal \_\_\_\_\_  
 ID/Code Number \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_

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