

WINTER & COMPANY

COMMERCIAL REAL ESTATE FINANCE

LIST OF ITEMS REQUIRED TO UNDERWRITE A MORTGAGE FOR AN OWNER-OCCUPIED BUSINESS

1. CURRENT BALANCE SHEET and CURRENT YEAR TO DATE PROFIT & LOSS statement for the business.
2. LAST THREE (3) YEARS' PROFIT & LOSS STATEMENTS
3. COMPLETE INCOME / EXPENSE STATEMENT on the property including:
 - Annual property taxes
 - Insurance
 - Water / Sewer
 - Fuel
 - Electricity
 - Maintenance / Repairs
 - Management
4. SUMMARY OF ALL LEASES (if any) showing escalations and expirations
5. COMPLETE, DETAILED PHYSICAL DESCRIPTION INCLUDING SQUARE FOOTAGE
6. IF REFI, PRICE ORIGINALLY PAID FOR PROPERTY, date of purchase and summary or current financing.
7. IF ACQUISITION, COPY OF FULLY EXECUTED CONTRACT OF SALE
8. PHOTOS, if available
9. SITE PLAN or Property Survey.
10. SUMMARY OF CURRENT FINANCING (refinance only) including:
 - Current Lender
 - Current principal balance
 - Current interest rate
 - Current monthly payment
 - Maturity date
 - Prepayment penalty information
11. FULL DESCRIPTION/HISTORY OF BUSINESS
12. BIO / RESUME OF PRINCIPAL (S)
13. LAST TWO (2) YEAR'S BUSINESS TAX RETURNS
14. LAST TWO (2) YEAR'S PERSONAL TAX RETURNS for all principals of business
15. COPY OF DEED
16. PERMISSION TO RUN CREDIT REPORT (S): Go to FORMS and then CREDIT REPORT AUTHORIZATION at www.winterandcompany.com and print the pdf file. (Please make copies for each individual in the case of a corporation or partnership, complete and fax back to 212-532-1222).

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C R E A T I V E M I N D S • U N P A R A L L E L E D S E R V I C E

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