



The Mortgage Capital Group
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COMMERCIAL BORROWER SET-UP SHEET

Date: _____ Referred by: _____

Borrower(s) Name: _____

Phone: _____ Cell: _____

Borrower(s) Entity Name: _____

Transaction Type: PUR _____ R&T _____ C/O _____

Loan Amount: _____ Value/Sale Price: _____ LTV: ____% CLTV: ____%

Entity Description: (LLC, C-Corp, S-Corp): _____

F.I.C.O / Credit Score: _____ Comments: _____

Property Type: _____

Subject Property Address: _____

Owner Occupied: Yes ____ No ____ # of Commercial Units: ____ # of Leases: ____ Sq. Ft: ____

Section 8: Yes ____ No ____ Rent Control: Yes ____ No ____ Rent Stabilized: Yes ____ No ____

Are there any pre-pay penalties outstanding on their present loan? Yes ____ No ____

If so, what are they _____

Number of Stories: ____ Age of Building: ____ Elevator or Walk Up: _____

Tenant Name	Store Rent	Sq. Ft.	Apt Rent	Apt Rent
1				
2				
3				
4				
5				
Totals:				

Total Overall Gross Income:



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Expenses	Store Rent
R.E. Taxes	
Fuel	
Water / Sewer	
Rubbish	
Insurance	
Repairs and Maintenance (5%)	
Utilities (\$1.25/sq ft)	
Management (3%)	
Reserves	
Actual Expenses:	

Total Gross Income \$ _____ - Total Expenses \$ _____ = NOI: \$ _____

Cap Rate = 1st yr N.O.I / Value or Asking price _____

Interest Only: Loan Amount X Interest rate / 12 = _____

GRM = Total Gross Income / Sale Price: _____

Mtg Constant = 1st yr Annual debt Service / Loan Amount

DSCR = 1st yr N.O. I / Annual Mtg payment (Debt Service): _____

Value = N.O.I / Cap Rate: _____

Net Income Multiplier = Value of Property / N.O.I. _____

1040 — Gross Income: Borrower: \$ _____ Co-Borrower: \$ _____ TOTAL: \$ _____

Other R.E. Owned: Address: _____ Value: \$ _____ Mtg Amt: \$ _____

Rate: _____ Taxes: _____ Type of property: _____

Comments: _____ Loan Term Request: _____

Docs Needed: Income and Expense Statement — Rent Roll — Pictures — Lease(s)
 C of O — Entity Documents — Survey — Phase 1 Environmental

COMMERCIAL LOAN REQUIREMENTS

Property Requirements

- Copy of the Purchase and Sale Agreement (if applicable)
- For a Refinance, a copy of the Deed and most recent Tax Bill
- Last two (2) years Property Income and Expenses Statement
- Current Rent Roll / Lease Summary and Copies of Rental Agreements
- Copy of Property Casualty Declaration page
- Current Pictures of subject property Front, Back, Sides, and Street Scene
- Copy of Recent Appraisal (if available)
- Copy of Phase 1 environmental (if available)

Credit Requirements:

- Fully Completed Commercial Loan Application
- Fully Completed Personal Financial Statement for all borrowers of 10% or more
- Fully Completed Schedule of Real Estate owned for all borrowers...include monthly expenses
- Last two (2) years W-2 statements for each borrower
- Last two (2) years signed Personal Tax Returns including all schedules
- Most recent 3 month bank / asset statements
- Letter of explanation for any credit issues
- If Self Employed, last 2 years Corporate returns, Year-To-Date Profit & Loss, and Balance Sheet

Copy of Borrowing Entity Documents (Including the Operating Agreement):

- A. If a Limited Liability Company (LLC):
 - Copy of Certified Articles Of Organization and all amendments
 - Copy of Operating Agreement
 - Certificate of Good Standing
 - Names and Address of all members (including % of ownership)
 - Names of who will execute documents
- B. If a Partnership:
 - Copy of Partnership Agreement
 - Certified copy of Certificate of Limited Partnership
 - Business Certificate for Partners that is on file with the county
 - Names and Addresses of all Partners
 - Names of who will execute the documents
- C. If a Corporation:
 - Copy of certificate of Incorporation
 - Copy of Bylaws
 - Certificate of Good Standing
 - Board of Directors Resolution
 - Name, Address and Titles of all Shareholders
 - Names and titles of party who will execute documents