



Commercial Funding Submission & Checklist

Submission Date: ___ - ___ - ____

www.questfundingservices.us

Submit Completed Form to: inbox@questfundingservices.us

#	Have	Req.	Date Recvd	Documentation Item Description:	Limited Doc Requested <input type="checkbox"/>
1.	<input type="checkbox"/>	<input type="checkbox"/>		Color photos of subject property: Front, rear, L & R street scene, repr. inside (6-8 pics).	
2.	<input type="checkbox"/>	<input type="checkbox"/>		Rent Roll: Names, rent, Mkt. Rent, exp. dates, deposits, unit description (BR, Sq Ft), etc.	
3.	<input type="checkbox"/>	<input type="checkbox"/>		Last 2-3 years income & expense statements, along with a year-to-date profit & loss.	
4.	<input type="checkbox"/>	<input type="checkbox"/>		Last 2-3 years personal & business tax returns. If self-employed, need year-to-date P & L.	
5.	<input type="checkbox"/>	<input type="checkbox"/>		Personal & business financial statements showing assets and liabilities.	
6.	<input type="checkbox"/>	<input type="checkbox"/>		If Available: Existing Appraisal & BPO/Comps; Credit reports;	
7.	<input type="checkbox"/>	<input type="checkbox"/>		For Rehab/Construction Funding: Complete cost breakdown including monies invested.	
8.	<input type="checkbox"/>	<input type="checkbox"/>		Purchase: Copy of purchase agr. , escrow instructions, evidence of earnest money deposit.	
9.	<input type="checkbox"/>	<input type="checkbox"/>		Exec. Summary, or bus plan, w/ management team & experience, exit strategy, use of funds	
10.	<input type="checkbox"/>	<input type="checkbox"/>		Copies of any & all corporation by-laws, partnerships, operating or trust agreements.	
11.					

Source: _____ (Affiliate/Broker) Telephone: _____ Fax: _____
 (Contact)

Borrower: _____ Contact Info: _____

Subject Property Address: _____ City: _____ State: _____ Zip Code: _____

TRANSACTION DATA: (Minimum loan amounts vary with each loan program, doc type, borrower assets & credit, etc.)

Expected Funding: ___ Full Doc, Conv. Comm'l ___ HUD ___ SBA ___ Alternative ___ Hard Money **Initial Inquiry Only**
 ___ Purchase ___ Refinance ___ Construction ___ Bridge Loan ___ Mezzanine/2nd ___ Other _____

Sales Price or Total Cost \$ _____ Date Acquired ___/___/_____
 Cash Down or Monies Invested \$ _____ Original Cost \$ _____
 Source of Down Payment _____ Estimated Value (As Is) \$ _____
 Rehab/Construction Cost \$ _____ Estimated Value (Finished) \$ _____
 Amount of Payoffs 1st \$ _____ 2nd \$ _____ Other, explain \$ _____
 Anticipated Settlement Date ___/___/_____
 Requested Loan Amount: \$ _____ Misc Comment: _____
 Requested Loan Term: _____ Years Requested Amortization Term: _____ Years

Loan purpose overview: _____

DESCRIPTION OF PROPERTY:

___ Apartment ___ Office ___ Retail ___ Hotel ___ Industrial ___ Self Storage ___ Other: _____

Total Sq. Ft. _____ Net Rentable Sq. Ft. _____ Vacant Sq. Ft. _____ %
 Year Built _____ # of Stories: _____ # of Total Units _____
 Elevator Served _____ # of Unit's Vacant _____ # of Parking Spaces _____
 Enclosed Parking? _____ Common Area Size, Descr: _____

Occupation & Exit Strategy: ___ Owner-Occupied ___ N/O/O Hold/Rent Sell

Utilities: Master ___ Gas ___ Electricity ___ Water ___ Sewer ___ Cable/DSL
 Individual ___ Gas ___ Electricity ___ Water ___ Sewer ___ Cable/DSL

Multi-Family Details:

_____ 1 BDRM _____ Baths _____ Type Sq. Ft.
 _____ 2 BDRM _____ Baths _____ Type Sq. Ft.
 _____ 3 BDRM _____ Baths _____ Type Sq. Ft.

Business ___ &/or Income Property ___ Details:

Gross Annual Income 20__ \$ _____ 20__ \$ _____ 20__ ytd. Thru _____ \$ _____
 Net Operating Income 20__ \$ _____ 20__ \$ _____ 20__ ytd. Thru _____ \$ _____