



Document Checklist Development Project

Instructions:

1. Complete as many fields as possible
2. Fax this page to: **(971) 252-4128** -or-
3. Email to chris.moore@accesscapnw.com

Documentation readiness is an important factor in ensuring a commercial loan's timeliness. The most frequent mistake made is submitting files which are incomplete and do not contain the documents which are needed. It slows down the process and makes it next to impossible to properly assess a loan request. By providing a full and complete submission packet, you can be assured that your requests will be more promptly addressed and a more accurate assessment made. Below are lists of documents requested which will assist you in submitting a full file.

Development Project Checklist

<input type="checkbox"/>	Development Project Prequalification (typed in and fully completed)
<input type="checkbox"/>	Project Pro Forma
<input type="checkbox"/>	Cash Flow Pro Forma
<input type="checkbox"/>	Source and Use of Funds Schedule
<input type="checkbox"/>	Construction Budget
<input type="checkbox"/>	Purchase Contract - (if purchase)
<input type="checkbox"/>	8 electronic color photos of property
<input type="checkbox"/>	Appraisal (if MAI is completed)
<input type="checkbox"/>	Preliminary Title Report
<input type="checkbox"/>	Development Timeline
<input type="checkbox"/>	Developer Bio and/or Resume
<input type="checkbox"/>	Borrower Current Personal Financial Statements
<input type="checkbox"/>	Borrower (Guarantor) 2004-2006 Tax Returns (Business & Personal-All Schedules)
<input type="checkbox"/>	Borrower Tri Merge Credit Reports
<input type="checkbox"/>	Guarantor' Bios and/or Resumes