



## Executive Summary Form

**Instructions:**

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

Please complete this form with as much detail as possible, while keeping information concise and to the point. Supporting information can follow after review of summary. *(Please provide pictures)*

### 1. Critical Dates:

Are there any critical dates which must be met for this project, e.g. 1031 exchange, contract expiration dates, bank note due dates? If yes, please explain:

### 2. Loan Information:

Loan Type: _____	LTV: _____
Property Type: _____	LTC: _____
Loan Amount: _____	Appraised Value: _____
Rate: _____	Total Project Costs: _____
Term/Amortization: _____	Cap Rate Used: _____
Monthly Payment: _____	Orig. Points to Broker: _____
DSCR: _____	Fees (e.g. Appraisal, EPA, Site Visit, Title Work, Etc.): \$ _____
NOI: _____	

### 3. Source and Use of Funds *(We are looking for dollar amounts, not descriptions.):*

#### Sources

Prepaid Costs: \_\_\_\_\_  
(Cash Deposits Down Payment): \_\_\_\_\_  
Deferred Costs: \_\_\_\_\_  
Subordinated Costs: \_\_\_\_\_  
Finance Costs: \_\_\_\_\_  
Loan Amount: \_\_\_\_\_  
Total Funding Sources: \_\_\_\_\_

#### Uses

Purchase/Acquisition/Refinance: \_\_\_\_\_  
Development/Reposition: \_\_\_\_\_  
Construction/Rehabilitation: \_\_\_\_\_  
Finance Costs: \_\_\_\_\_  
Cash Out For This Property: \_\_\_\_\_  
Cash Out Other: \_\_\_\_\_  
Total Funding Uses: \_\_\_\_\_

### 4. Exit Strategy *(If not a self-amortizing loan, how will the balloon be paid at the end of the term?):*

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**5. Property Information:**

Type of Real Estate and Description: \_\_\_\_\_

Number of Units: \_\_\_\_\_ Acreage: \_\_\_\_\_

Gross Square Footage: \_\_\_\_\_ Net Rentable Area: \_\_\_\_\_

Age: \_\_\_\_\_ Condition: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_

Borrower's Date of Purchase: \_\_\_\_\_ Purchase Price: \$ \_\_\_\_\_

Borrower's Cash Investment in \_\_\_\_\_ Borrower's Current Equity

This Property to Date: \$ \_\_\_\_\_ In This Property: \$ \_\_\_\_\_

Borrower's Source of Equity: \_\_\_\_\_

Borrower's Current Debt against \_\_\_\_\_ Liens or Back Taxes Owed

This Property: \$ \_\_\_\_\_ On This Property: \$ \_\_\_\_\_

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**6. Purchase Only or Development Transactions:**

Sales Price (Real Estate Only) \_\_\_\_\_ Earnest Money

or Projected Cost: \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_

Misc. Prepaid Expenses: \$ \_\_\_\_\_ Borrower's Cash Down Payment: \$ \_\_\_\_\_

Seller-Held Second Lien Or Secondary Financing, If Applicable: \$ \_\_\_\_\_

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**7. Additional Collateral:****A. Property Type and Description**

City: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_

Current Value: \$ \_\_\_\_\_

First Lien Balance: \$ \_\_\_\_\_

Second Lien Balance: \$ \_\_\_\_\_

**B. Property Type and Description**

City: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_

Current Value: \$ \_\_\_\_\_

First Lien Balance: \$ \_\_\_\_\_

Second Lien Balance: \$ \_\_\_\_\_

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**8. Prior Turn Down** *(If applicable, please explain why financing could not be obtained.):*

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**9. Joint Venture:**

If applicable, would you consider giving up a percentage of equity in this project to a joint venture, if it is necessary to gain approval?

 Yes      If yes, percent willing to relinquish \_\_\_\_\_ %       No

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**10. Borrower(s) Information** *(Please attach a separate sheet with this information for any additional borrower.):*Check One:     Individual     Corporation     LLC     Partnership     Other: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Borrower Name(s): \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Other: \_\_\_\_\_

Email: \_\_\_\_\_ Web Page: \_\_\_\_\_

Personal Credit Scores: \_\_\_\_\_ Liquidity: \$ \_\_\_\_\_

Net Worth (Excluding This Project): \$ \_\_\_\_\_ Average Monthly Income (Last 3 Years): \$ \_\_\_\_\_

Borrower's Prior Experience with This Type of Project: \_\_\_\_\_

**11. Historical Income For Subject Property:**

(Please compute income and expenses. Deduct any debt service and depreciation from expenses. Include any reserves for vacancy or management fees.)

<b>INCOME (ANNUAL)</b>	<b>200__</b>	<b>200__</b>	<b>200__</b>	<b>YTD THRU __</b>
Gross Potential Income:				
Less 10% Reserve For:				
Vacancy and Collection Loss:				
Effective Gross Income:				
Expenses (Annual):				
Real Estate Taxes:				
Insurance:				
Management:				
Reserves for Replacement:				
Utilities:				
Other Operating Expenses:				
Total Expenses:				
Net Operating Income:				
Avg. Yearly Occupancy:				

**12. Anticipated Budget On Subject Property** (If new venture, current availability of pro-forma statements.):

Check One:      Yes      No     If no, date pro-forma will be available: You have it \_\_\_\_\_

<b>PROJECTED INCOME STATEMENT:</b>	<b>200__</b>	<b>200__</b>	<b>200__</b>
Income (Annual):			
Gross Potential Income:			
Less 10% Reserve For:			
Vacancy and Collection Loss:			
Effective Gross Income:			
Expenses (Annual):			
Real Estate Taxes:			
Insurance:			
Management:			
Reserves for Replacement:			
Utilities:			
Other Operating Expenses:			
Total Expenses:			
Net Operating Income:			
Avg. Yearly Occupancy:			

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**13. Valuations of This Property (Mai):**

"As Is" Value: \$ \_\_\_\_\_ Bulk Sale: \$ \_\_\_\_\_  
Market (Retail): \$ \_\_\_\_\_ Current Occupancy Percentage: \_\_\_\_\_ %  
Owner Occupancy Percentage: \_\_\_\_\_ %

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**14. Availability of Third Party Documentation (Please indicate each available item):**

- Appraisal                       Mai? Date Completed: \_\_\_\_\_  
 Title Opinion                       Title Commitment  
 Title Policy Date Completed: \_\_\_\_\_

Environmental Reports:

- EPA Phase I, Date: \_\_\_\_\_  
 EPA Phase II, Date: \_\_\_\_\_  
 EPA Phase III, Date: \_\_\_\_\_

Other Third Party Reports:

- Geo Tech                       Soils                       Feasibility

Financial Statements And Taxes (Previous three years prepared by third party and YTD internal):

- Subject Property                       Principals                       Corporation, LLC or Partnership

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**15. Additional Comments or Special Circumstances:**

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**16. If multi-tenant property, please include the current rent roll:** *(Tenant name, length left on lease, monthly payment, square footage...attach additional pages if necessary.)*