

Direct Federal Mortgage Inc

Commercial Lending Document Checklist

Loan Amount Requested \$ _____

The following information must be provided to Direct Federal Mortgage Inc to adequately consider your loan application. Failure to provide the information listed may delay your application process:

Direct Federal Mortgage STANDARD BANK FORMS

1. _____ Application Form
2. _____ Personal Credit Authorization
3. _____ Personal Financial Statement (for each borrower, officer, partner or member. must be less than 180 days old, signed and dated.)
4. _____ Environmental site questionnaire

PRINCIPALS / BUSINESS

5. _____ Personal Federal Tax returns for the last two years for each borrower, officer, partner or member. MUST be signed and dated.
6. _____ Include copies of bank and brokerage statements that support liquid assets outlined on financial statements.
7. _____ Complete fiscal year end financial statement, not more than six months old for the borrowing entities, and any corporate guarantors
8. _____ At least 2 years of federal tax returns and compiled year end financial statements for the borrowing entity and any corporate guarantors. If borrowing entity is less than 2 years old, please provide fiscal year ends and tax information available.
9. _____ Current rent roll
10. _____ Copy of all current leases

REAL ESTATE

11. _____ List of any recent capital improvements completed or planned on the property, including complete cost budget.
12. _____ Copy of most recent appraisal and or most current SEV.
13. _____ If this is a property to be purchased, please provide copy of signed purchase agreement.
14. _____ If this is a refinance please provide a copy of the most current mortgage statement and/or copy of the land contract.
15. _____ General information on the building (ex. building square footage, number of units, land size, year built, year purchase, cost of purchase, address etc.)
16. _____ Market information (i.e. competition/general economic environment/changes, etc.).
17. _____ **For new construction** include a site plan approval, set of plans, cost breakdown, and copy of contract with builder.

Direct Federal Mortgage Inc

COMMERCIAL LOAN APPLICATION

COMPANY NAME: _____ Date Est. _____

Street Address: _____ Phone No. _____ Fax No.: _____

City: _____ State: _____ Zip: _____ Fed ID No.: _____

Nature of Business: _____

Form of Business: _____ State of Incorporation: _____ County: _____

Other operating names (if any): _____

PRINCIPALS/STOCKHOLDERS:

NAME: _____ Title: _____ % Owned: _____

Home Address: _____ Phone: _____ DOB: _____

City: _____ State: _____ Zip: _____

SSN: _____ Drivers Lic. No. & State: _____

Do you have interest in any other business? _____ Yes _____ No If yes, please explain: _____

NAME: _____ Title: _____ % Owned: _____

Home Address: _____ Phone: _____ DOB: _____

City: _____ State: _____ Zip: _____

SSN: _____ Drivers Lic. No. & State: _____

Do you have interest in any other business? _____ Yes _____ No If yes, please explain: _____

NAME: _____ Title: _____ % Owned: _____

Home Address: _____ Phone: _____ DOB: _____

City: _____ State: _____ Zip: _____

SSN: _____ Drivers Lic. No. & State: _____

Do you have interest in any other business? _____ Yes _____ No If yes, please explain: _____

FINANCING REQUESTED

1. Amount: \$ _____ Type: ___Mortgage ___Line of Credit ___Term

2. Amount: \$ _____ Type: ___Mortgage ___Line of Credit ___Term

Purpose of Loan(s): _____

Collateral Offered: _____

COLLATERAL INFORMATION:

Real Estate

Address of collateral offered: _____ City: _____ State: _____ Zip: _____

Type of property: ___Industrial ___Office ___Undeveloped land ___Retail ___Residential

Owner occupied: _____ Rental: _____ Purchase _____ If purchase, please list your

source of downpayment: _____ Refinance _____ Present Mortgage holder: _____

Appraisal Available: _____ Date and market value: _____

Environmental report on property: _____ Results of study: _____

Machinery & Equipment

Purchase: _____ If purchase, please list source of downpayment: _____

Refinance: _____ Present loan: _____

Type of equipment: _____ Book value: _____ Appraisal available: _____

Inventory

Method of evaluation: _____ Raw Material value: _____

Finished Goods value: _____ WIP value: _____

Accounts Receivable

Amount of current receivables: _____ Number of customers: _____

Other Collateral: _____ Anticipated Value: _____

GENERAL INFORMATION:

Any offered collateral now pledged to other: _____ If yes, please list: _____

All taxes current: _____ If not, amount owing & to whom: _____

Any tax liens, judgment or suits pending against company or any of its officers/stockholders: _____

If yes, please explain: _____

BANK INFORMATION:

Bank Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact: _____ Checking number: _____ Savings number: _____

SUPPORT INFORMATION:

Name of accountant: _____

Phone: _____ Firm: _____

Address: _____ City: _____ State: _____ Zip: _____

Name of attorney: _____

Phone: _____ Firm: _____

Address: _____ City: _____ State: _____ Zip: _____

Please include information from attached list with this form. Please provide COPIES ONLY of requested information. DO NOT PROVIDE ORIGINAL INFORMATION TO BANK UNLESS REQUESTED. Information provided to Bank is property of Bank and will not be returned.

I hereby certify the above information is correct to the best of my knowledge. I hereby authorized Direct Federal Mortgage Inc, its designated agents or assign to conduct any investigation it sees fit as to the applicant's creditworthiness and my personal creditworthiness by utilizing any credit reporting agency. I understand that the contents of said investigation and any ensuring reports shall be, and shall remain, confidential.

Signature/Title

Print name

Date

Signature/Title

Print name

Date

Signature/Title

Print name

Date

*****ALL CORPORATE OFFICERS/PARTNERS MUST SIGN.*****