

Underwriting Checklist

Instructions: *In order for your application to be underwritten efficiently, please provide the following documentation:*

DOCUMENT	
Completed Loan Application	<input type="checkbox"/>
Current Rent Roll	<input type="checkbox"/>
Property Cash Flow Projection Evidencing Amounts for Taxes, Insurance, Management and Other Expenses	<input type="checkbox"/>
Copies of Executed Leases	<input type="checkbox"/>
Current 3 Years of Historical Property Operating Statements or federal tax return Schedule E	<input type="checkbox"/>
Tri-merge credit report for all Borrower(s)/Guarantor(s)	<input type="checkbox"/>
Property description, Executive Summary, Brochure, if available	<input type="checkbox"/>
Hazard Insurance Policy/Declaration (Quotes Not Accepted)	<input type="checkbox"/>
Property Type (Multifamily, Mixed Use, Retail, Office, Industrial, etc)	<input type="checkbox"/>
Identify special circumstances (e.g. Condominium, Cooperative, Consolidation, 1031 Exchange, Escrow Arrangement with Title Company, Cross Collateralization, Additional Collateral Grant)	<input type="checkbox"/>
If legal entity Borrower, organizational chart showing percentage ownership interests in all entities	<input type="checkbox"/>
If Purchase Transaction	<input type="checkbox"/>
a. Purchase Agreement	<input type="checkbox"/>
b. Legal Name and Mailing Address of Property Seller	<input type="checkbox"/>
c. Verification of Deposit on sales contract	<input type="checkbox"/>
Borrower's/Seller's Authorization to Release (e.g. Payoffs, Liens)	<input type="checkbox"/>
If Single Commercial Tenant or Tenant Generates 33% or More of Income AND Loan at least \$1,000,000:	
a. Self-Subordinating Language in Lease – need Estoppel	<input type="checkbox"/>
b. Without Self-Subordinating Language in Lease – need Estoppel & Subordination or SNDA	<input type="checkbox"/>
Structural & Environmental Disclosures	<input type="checkbox"/>
Management Agreement, if applicable	<input type="checkbox"/>
If Full Doc Loan,	
a. Current 3 Years of Tax Returns with Schedules	<input type="checkbox"/>
b. Current 1 Month's Pay Stubs (YTD P&L for Indep Contractor or Self Empl)	<input type="checkbox"/>
c. Current 2 years of W-2s and/or form 1099 for independent contractors	<input type="checkbox"/>
If Owner Occupied, Current 3 Years of Business Tax Returns with all Schedules for Owner Occupant Business	<input type="checkbox"/>
Borrower/Guarantor Identification (2 forms)	<input type="checkbox"/>
Additional documentation as deemed appropriate by underwriter (attach exhibit)	<input type="checkbox"/>

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ALL NON-ELECTRONIC COPIES MUST HAVE ORIGINAL SIGNATURES