



People's Choice Mortgage

----- *Commercial Lending* -----

(800) 637-7737

www.mycommercialloanadvisor.com

Office Permanent Loan Checklist

1. **Acquisition**
 - a. Agreement of Sale or Settlement Sheet/Closing Statement
 - b. Details of seller financing, if any

2. **Refinance**
 - a. Details of Acquisition
 - i. Date acquired
 - ii. Acquisition price
 - b. Details of existing financing
 - i. Lender
 - ii. Amount of payoff
 - iii. Prepayment penalty
 - iv. Due Date
 - v. Interest Rate
 - vi. Amortization term of original note

3. **Project Overview**
 - a. Location Map
 - b. Site Plan/As Built Survey
 - c. Property Description
 - d. Rent Roll
 - e. Operating Expense Statements
 - i. Prior 12 months
 - ii. Current year budget
 - f. Photographs/Aerials
 - g. As Built Plans
 - h. Market Study, if available
 - i. Appraisal, if available
 - j. Demographics
 - k. Lease Abstracts
 - l. Tenant Information for Major Tenants
 - i. Name of tenant and type of business
 - ii. Credit Rating and Financial Information
 - m. Phase I Environmental Assessment (if available)

4. **Sponsorship/Borrower**
 - a. Type of entity (i.e., LLC, Corporation, partnership, etc.)
 - b. Principals
 - c. Resumes and References
 - d. Financial Statements

For more information on PCM's office commercial real estate financing options or to set up an appointment with one of our loan specialists, request information today or call 800-637-7737.