

CASCADE FINANCIAL & Co.

COMMERCIAL REAL ESTATE FINANCE

LIST OF ITEMS REQUIRED TO UNDERWRITE A MORTGAGE FOR A MULTI-FAMILY OR MIXED-USE PROPERTY

1. **CURRENT RENT ROLL** including:
 - Regulated units (controlled, stabilized)
 - Apartment numbers
 - Room/Bathroom Count

2. **COMPLETE INCOME/EXPENSE STATEMENT** on the property including:
 - Annual property taxes
 - Insurance
 - Water/Sewer
 - Fuel
 - Electricity
 - Maintenance/Repairs & Management

3. **SUMMARY OF ALL COMMERCIAL LEASES** (if any) showing escalations & expirations

4. **COMPLETE, DETAILED PHYSICAL DESCRIPTION INCLUDING SQUARE FOOTAGE.**

5. **IF ACQUISITION, PROVIDE COPY OF FULLY EXECUTED CONTRACT OF SALE.**

6. **IF REFI, PRICE ORIGINALLY PAID FOR PROPERTY, date of purchase and summary of current financing.**

7. **SUMMARY OF CURRENT FINANCING** (refinance only)
 - Current lender
 - Current principle balance
 - Current interest rate
 - Current monthly payment
 - Due Date
 - Prepayment penalty information

8. **SITE PLAN OR PROPERTY SURVEY, if available**

9. **PHOTOS, if available**

10. **CURRENT PERSONAL FINANCIAL STATEMENT** (where applicable)

11. **CURRENT BUSINESS FINANCIAL STATEMENT** (where applicable)

12. **LAST TWO (2) YEARS' PERSONAL TAX RETURNS** (where applicable)

13. **LAST TWO (2) YEARS' BUSINESS TAX RETURNS** (where applicable)

14. **PERMISSION TO RUN CREDIT REPORT(S):** Cascade will supply the form.