

# CASCADE FINANCIAL & Co.

COMMERCIAL REAL ESTATE FINANCE

## LIST OF ITEMS REQUIRED TO UNDERWRITE A SHOPPING CENTER / INDUSTRIAL OR OFFICE BUILDING

1. **CURRENT RENT ROLL** including:
  - SF of units
  - Lease abstract details such as:
    - Escalations, commencement & expirations, add-ons,
    - description of tenant, Description of any added rent that the tenant is responsible for (In addition three years of historical data would be ideal)
2. **COMPLETE INCOME/EXPENSE STATEMENT** on the property including:
  - Annual property taxes
  - Insurance
  - Water/Sewer
  - Fuel
  - Electricity
  - Maintenance/Repairs
  - Management
  - CAM
  - Leasing commissions, tenant improvements
3. **COMPLETE, DETAILED PHYSICAL DESCRIPTION** along with **SITE PLAN** or Property Survey
4. **IF ACQUISITION, PROVIDE COPY OF FULLY EXECUTED CONTRACT OF SALE.**
5. **IF REFI, PRICE ORIGINALLY PAID FOR PROPERTY, date of purchase and summary of current financing.**
6. **PHOTOS, if available.**
7. **SUMMARY OF CURRENT FINANCING (refinance only)**
  - Current lender
  - Current principle balance
  - Current interest rate
  - Current monthly payment
  - Due Date
  - Prepayment penalty information
8. **INFORMATION ON MANAGEMENT COMPANY, IF SEPARATE FROM OWNERSHIP.**
9. **CURRENT PERSONAL FINANCIAL STATEMENT (where applicable)**
10. **CURRENT BUSINESS FINANCIAL STATEMENT (where applicable)**
11. **LAST TWO (2) YEARS' PERSONAL TAX RETURNS (where applicable)**
12. **LAST TWO (2) YEARS' BUSINESS TAX RETURNS (where applicable)**
13. **PERMISSION TO RUN CREDIT REPORT(S): Cascade will supply the form.**