

Construction Loan Application

Renovation and Ground-up Construction Projects

Loan Application Checklist

Project Information

- _____ Physical description of the land and current improvements: size, location, use, type of construction, etc.
- _____ Description of the proposed building after construction/renovation; provide relevant information on the building features, parking ratio, number of units, etc.
- _____ Photographs of the property as it stands today (if readily available, otherwise we will take them)
- _____ Rendering or plans for the proposed building
- _____ Construction cost estimate. If you already have a contract, please provide, otherwise please provide your best estimate. This construction cost breakdown should be as detailed as possible, separating hard and soft costs. Identify how much has already been spent on the project.
- _____ Information on your contractor and a copy of your contract (if executed). Be sure to include your contractor's resume that elaborates on projects that are similar to yours.
- _____ Information on your architect and a copy of your contract (if executed).
- _____ Copy of quotes or estimates on Builder's Risk Insurance or "WRAP" insurance (if available).
- _____ Proof of payment for all expenses incurred on the project to date (receipts and canceled checks).
- _____ A timeline outlining the construction process to completion.
- _____ Explain the approval status. Have you submitted plans or obtained any approvals yet? What permits and approvals will be required?
- _____ Detailed marketing/leasing plans for the property. Make specific reference to pro-forma income and expenses. **Also include a pro-forma rent roll.**
- _____ Market comparable information. What is the market vacancy factor and what are competing properties leasing for?
- _____ If there is current debt on the property, provide a copy of the promissory note and current monthly bank statement.

Information on Borrowers (managing members, general partners, 20% owners, etc)

- _____ Last three personal Federal tax returns. If the latest return is on extension, provide a copy of the extension request. **Please include all schedules and K-1's.**
- _____ If you don't have a tax return filed for the last completed calendar year, provide a copy of all W-2 and K-1 forms for that year.
- _____ Current personal financial statement. Please use the attached form.
- _____ Schedule of Real Estate Owned.
- _____ Resume on each owner above, with special reference to experience owning, managing and developing real estate.
- _____ Completed Rozelle Financial, Inc. Credit Authorization Form on each owner above.
- _____ "Owners and Officers Form" for each corporation, LLC, and partnership in which you own a part.

Information on the Buying Entity. *If you will take title to the property in a LLC, partnership or corporation, provide the following:*

- _____ Last three personal Federal tax returns. (if pre-existent).
- _____ If you don't have a tax return filed for the last completed fiscal year, provide an internally prepared financial statement for that full year.
- _____ Interim financial statement, including income statement and balance sheet through the end of a recent month.

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ROZELLE  FINANCIAL
Commercial Real Estate Financing

_____ Copy of your organizational documents: please provide the following documents that apply to the entity that will hold title to the real estate:

- Corporation – Articles of Incorporation, By-Laws, Statement of Domestic Stock Corporation
- LLC – Articles of Organization (LLC-1), Operating Agreement
- Partnership – Partnership Agreement, Statement of Partnership (GP-1) or Certificate of Limited Partnership (LP-1).
- Trust – Copy of Trust or a Certificate of Trust.

Return all items to

ROZELLE  FINANCIAL
Commercial Real Estate Financing

ROZELLE FINANCIAL
8502 E. Chapman Ave., Suite 629
Orange, CA 92869

Mark Rozelle (714) 710-9400
Mark@RozelleFinancial.com

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Owners and Officers

Please complete this form for each business you own and for the entity that will own the subject property.

Name of Entity: _____

1. OFFICERS (If a corporation)

President
Vice President
Secretary
Treasurer

2. MANAGING MEMBERS (If a LLC) or DIRECTORS (If a corporation)

Name
Name
Name
Name
Name

3. OWNERS (All entity types)

Name	% Ownership
TOTAL	

Signature

Date

PERSONAL FINANCIAL STATEMENT

Financial Condition as of _____, 20_____

Borrower Full Name:			CO-Borrower Full Name (Spouse):		
Street Address:			Street Address:		
City, State, Zip:			City, State, Zip:		
Since:	Own: Yes / No	Rent: \$ /mo	Since:	Own: Yes / No	Rent: \$ /mo
Previous Address (if less than 5 years at present):			Previous Address (if less than 5 years at present):		
City, State, Zip:			City, State, Zip:		
Since:	Owned: Yes / No	Rented: Yes / No	Since:	Owned: Yes / No	Rented: Yes / No
Social Security #:		Date of Birth:	Social Security #:		Date of Birth:
Res. Phone:		Bus. Phone:	Res. Phone:		Bus. Phone:
Employer:			Employer:		
Position or Occupation:		How Long:	Position or Occupation:		How Long:
Business Address:			Business Address:		
City, State, Zip:			City, State, Zip:		
Marital Status: ____ Unmarried ____ Married ____ Separated			Marital Status: ____ Unmarried ____ Married ____ Separated		

Assets	In Dollars	Liabilities	In Dollars
Cash on hand – see Schedule A		Notes payable to banks	
Marketable securities – see Schedule B		Notes payable to other institutions	
Non-marketable securities – see Schedule B		Due to brokers	
Securities held by broker in margin accounts		Amounts payable to others – secured	
Restricted, control, or margin account stocks		Amounts payable to others – unsecured	
Retirement Accounts, IRA's – see Schedule A		Accounts and bills due	
Real Estate Owned – see Real Estate Sch.		Unpaid income tax	
Accounts, loans, and notes receivable		Other unpaid taxes and interest	
Automobiles present value		Real estate mortgages payable – see Sch.	
Other personal property		Credit cards	
Life insurance – cash surrender value		Auto loans	
Other assets - itemize		Other liabilities - itemize	
		Total Liabilities	
		Net Worth	
Total Assets		Total Liabilities and Net Worth	

Schedule B – list all securities / brokerage accounts below. Alternatively, you may attach a recent monthly statement with the same detail as requested below

No. of Shares	Description	Registered in Name(s) of	Listed or Unlisted	Current Market Value

Borrower Signature: _____

Date Signed: _____

Co-Borrower Signature: _____

Date Signed: _____

SCHEDULE OF REAL ESTATE OWNED

If percentage of ownership in any property is less than 100%, indicate other owners and their percentage of ownership in the remarks section at the bottom

Property Address	% of Ownership	Type of Property	Acquisition Date/Cost	Name and Address of Lenders of Mortgages	Loan Number	Market Value	Balance of Mortgages		% Vacant	(1) Annual Rental	(2) Annual Expenses	(3) Annual Loan Pmnt (Incl. Int.)	Net Income: (1) minus (2) & (3).
							1st T.D.	2nd T.D.					
			Date: _____ \$ _____										
1			Date: _____ \$ _____										
			Date: _____ \$ _____										
2			Date: _____ \$ _____										
			Date: _____ \$ _____										
3			Date: _____ \$ _____										
			Date: _____ \$ _____										
4			Date: _____ \$ _____										
			Date: _____ \$ _____										
5			Date: _____ \$ _____										
			Date: _____ \$ _____										
6			Date: _____ \$ _____										
			Date: _____ \$ _____										
7			Date: _____ \$ _____										
			Date: _____ \$ _____										
8			Date: _____ \$ _____										

Remarks: _____

Signed _____ Date _____

AUTHORIZATION TO INVESTIGATE CREDIT

I/We hereby authorize Rozelle Financial, Inc. to investigate our credit with the credit rating agencies. I/We further authorize Rozelle Financial, Inc. to release credit and financial information to any lender or agency that may potentially be involved in our loan(s) request.

I/We hereby certify that the information provided to Rozelle Financial, Inc. is valid and correct to the best of my/our knowledge.

Signature

Social Security #

Date

Signature

Social Security #

Date

Printed Name(s): _____

Address: _____

Please note: You may provide a recent copy of your credit report in lieu of authorizing Rozelle Financial, Inc. to run the report. However, this form must still be signed.

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