



## Loan Requirements Checklist

### **Purchase or Refinance**

- Underwriting & Packaging Fee \$425.00
- Application Package Pages 4 through 8
- Copies of account statements for: Personal Savings, Checking, Money Market, Investment/Stock and IRA/401k
- Copy of driver's licenses, front and back for ALL and partner/spouse's
- 3 years borrower's personal tax returns (*PDF/Electronic Files Preferred*) - ALL and partner/spouse's
- Resumes - ALL and partner/spouse's
- Armed Services:
  - Are any principals to this financing currently serving in the armed services?
  - Any family members (either spouse or partner) career military?
  - Retired Family Members ex-military with DOD pension?
- Purchase Agreement (Purchase Only)
- Executive Summary/Business Plan with Financial Projections (Purchase Only)
- 3 years business tax returns (*PDF/Electronic Files Preferred*) - - (Purchase & Re-finance)
- Year to Date (YTD) Income & Expense Statement (P&L) dated within 30 days of application - (Purchase & Re-finance)
- Income & Expense Statement (P&L) for Prior Year, Same time period for comparison purposes - (Purchase & Re-finance)

**Business Start-Up/New Construction:** In addition to the above, projects involving business start-up, new construction or substantial renovation must include the following:

- Executive Summary/Project Description
- Business Plan with Financial Projections
- Allocation of Loan Proceeds
- Money invested in project to date, detailed and verified
- Construction/Renovation Plans
- Resume General Contractor/Builder
- Construction Budget with Contingencies
- Proposed Site Plan and Elevations



# Commercial Capital Network

Financing Solutions for Business Owners & Investors

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## **Application Instructions**

The attached Commercial Loan Application.pdf, should be used to enter data/information while the file is open on your computer, this will save you time in data entry and will help you correct changes neatly, as the information is important and must be reviewed by our Loan Analysts, Processors and Closers. **NOTE: Any person who owns or will own an interest greater than 20% of the company, must complete the attached Loan Application. (ALL Pages)**

Please type information directly into the information boxes. Be sure to fill in all information which applies to your loan transaction and please, feel free to call us for assistance. It is always a good idea to save new information after each page is complete. Simply select FILE then SAVE-AS and name the file to name the file and protect the data you have just entered. Choose a name you can remember and one we can readily recognize such as, (John Doe Refinance or Purchase Application) then select OK to save your new file to your DESKTOP or MY DOCUMENTS; once you have finished the data entry on each sheet, SAVE once more for good measure. Please print a hard copy for your records by selecting FILE then PRINT.

Note: **Since it is more efficient, faster and GREENER to move files between all parties electronically, please provide all information on the Application Checklist via PDF, Word, Excel or other format. Also, please overnight or mail the original signed application along with the application fee to the address**



# Commercial Capital Network

Financing Solutions for Business Owners & Investors

## BORROWER SIGNATURE AUTHORIZATION

### PART I – General Information

1. Borrower:

Address:

City, State, Zip:

2. Co-Borrower:

Address:

City, State, Zip:

Borrower's Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Co-Borrower's Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

### PART II – Borrower Authorization

I hereby authorize Commercial Capital Network, LLC and/or its affiliates ("The Lender") to verify my past and present employment earnings records, bank accounts, stock holdings and any other asset balances that are needed to process my commercial mortgage loan application. I further authorize the Lender to order a consumer credit report and verify other credit information, including past and present mortgage and landlord references. It is understood that a copy of this form will also serve as authorization.

The information the Lender obtains is only to be used in the processing of my application for a mortgage loan.

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

\_\_\_\_\_  
Co-Borrower's Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

# General Information Form

**Loan Request Information** (Please Complete All Information to Avoid Delays in Processing Your Application)

Application For:

- Conventional Mortgage     SBA  
 Construction loan         Church Finance

**Purpose of Loan:**

**Source of Repayment:**

**Amount Requested: \$**

**Term Requested:**

**Amortization Requested:**

Collateral Description:	Market Value:	Purchase Price	Date of Purchase
1. _____	\$ _____	\$ _____	
2. _____	\$ _____	\$ _____	
3. _____	\$ _____	\$ _____	

A. Applicant Information				
Legal Name of Applicant (Borrower)				
DBA (If Applicable)			Tax I.D. Number	
Principle Place of Business Address (not P.O. Box)				
City	State	County	Zip	
Mailing Address (if different)				
City		State		Zip
Key Contact Name		Business Telephone Number (    )	Business Fax Number (    )	
Date Business Established	Current ownership (# of years)	State of Registration	Annual Sales \$	Net Profit-prev yr \$
Describe applicant's product/service			Number of Employees	
Type of Ownership (Select One)		<input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Non Profit <input type="checkbox"/> Proprietorship <input type="checkbox"/> C-Corp. <input type="checkbox"/> S-Corp. <input type="checkbox"/> LLC <input type="checkbox"/> Professional Association <input type="checkbox"/> LLP		E-Mail Address <small>(By providing this information, I authorize Griffin Capital Funding to send me information via e-mail)</small>
Who does applicant currently do their business banking with?		Is applicant willing to move their banking relationship in conjunction with their loan? <b>Yes                  NO</b>		

B. Owners Information			
Name	Social Security Number	% Ownership	Title
Key Contact Name and Phone Number			

For more than four owners attach additional sheet(s).

C. Loan Disclosures (Refinance)				
Current lender	Rate	Start date	Monthly payment	Current balance

Property gross annual revenues	Annual expenses	Type of property	Number of Tenants	Estimated value

D. Loan Disclosures (Purchase)				
Purchase price	Will purchaser occupy 51% or more of the property	Type of property	Down payment	Estimated value
Property gross annual revenues	Annual expenses	Number of tenants	Is the property under contract	Anticipated settlement date

**E. Other Information**

Settlement agent name \_\_\_\_\_ Insurance Company Phone Number ( ) \_\_\_\_\_

Settlement agent phone number \_\_\_\_\_ Insurance Company Fax Number ( ) \_\_\_\_\_

Is the seller of the property willing to carry a second trust? (Purchase only)	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Has The Applicant Ever Declared Bankruptcy Or Had Any Judgments, Repossessions, Garnishments Or Other Legal Proceeding Filed Against Them?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Is the applicant currently under contract with any other mortgage brokers?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Are Any Tax Obligations, Including Payroll or Real Estate Taxes, Past Due?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Is The Applicant Liable On Debts Not Shown, Including Any Contingent Liabilities Such As Leases, Endorsements, Guarantees, Etc.?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Is The Applicant Currently A Defendant In Any Suit Or Legal Action?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No

*\*If you answered yes to any of the above questions, please provide an explanation on a separate sheet*

**F. Certification And Signatures**

Each of the undersigned hereby instructs, consents and authorizes the Lender/Broker, or any affiliate, subsidiary or assigns to obtain a consumer credit report and any other information relating to their individual credit status in the following circumstances: (a) relating to the opening of an account or upon application for a loan or other product or service offered by Lender by a commercial entity of which the undersigned is a principal, member, guarantor or other party, (b) thereafter, periodically according to the Lender's credit review and audit procedures, and (c) relating to Lender's review or collection of a loan, account, or other Lender product or service made or extended to a commercial entity of which the undersigned is a principal, member, guarantor or other party. The Applicant(s), individually and/or by the signature(s) of its authorized representative below, hereby certifies that: the foregoing has been carefully read by the Applicant and is given to the Lender/Broker for the purpose of obtaining the credit described above and other credit from time to time in whatever form; the information in this Application and any other documents or information submitted in connection with this Application or any other credit request are true and correct statements of the Applicant's financial condition and may be treated by the bank as a continuing statement thereof until replaced by a new Application or until the Applicant specifically notifies Lender/Broker in writing of any change; and the credit requested herein and any other credit obtained from the Lender/Broker by the Applicant on the basis of the information contained in this Application shall be used solely for business and commercial purposes. The Applicant and each Guarantor authorize the Lender/Broker to verify at any time any information submitted to the Lender/Broker by or on behalf of the Applicant and/or any Guarantor; obtain further information concerning the credit standing of the Applicant, its representatives and Guarantors; and exchange such credit information with others. The Applicant agrees to provide additional information, financial or otherwise, upon request and agrees that, unless otherwise directed by the Applicant in writing, all statements and notices regarding any credit granted by the Lender/Broker to the Applicant shall be mailed or faxed to the Applicant at the address or number shown above. Any person(s) signing below is duly authorized and empowered to request credit on behalf of the Applicant.

Unless I/We initial here, the Lender/Broker is hereby authorized to share this application and credit information with its affiliates or other lenders, which may consider my/our application for loan approval/purchase. This statement does not limit the Lender/Broker's rights to sell or assign any loans to a third party.

Applicant and each Guarantor initials: \_\_\_\_\_

Signature (Applicant)	Title	Print Name	Date
Signature (Guarantor)		Print Name	Date
Signature (Guarantor)		Print Name	Date

## PERSONAL FINANCIAL STATEMENT

As of \_\_\_\_\_, \_\_\_\_\_

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Residence Address \_\_\_\_\_ Residence Phone \_\_\_\_\_

City, State, & Zip Code \_\_\_\_\_

Business Name of Applicant/Borrower \_\_\_\_\_

ASSETS		(Omit Cents)	LIABILITIES		(Omit Cents)
Cash on hand & in Banks .....	\$	_____	Accounts Payable .....	\$	_____
Savings Accounts .....	\$	_____	Notes Payable to Banks and Others .....	\$	_____
IRA or Other Retirement Account .....	\$	_____	(Describe in Section 2)		
Accounts & Notes Receivable .....	\$	_____	Installment Account (Auto) .....	\$	_____
Life Insurance-Cash Surrender Value Only .....	\$	_____	Mo. Payments \$ _____		
(Complete Section 8)			Installment Account (Other) .....	\$	_____
Stocks and Bonds .....	\$	_____	Mo. Payments \$ _____		
(Describe in Section 3)			Loan on Life Insurance .....	\$	_____
Real Estate .....	\$	_____	Mortgages on Real Estate .....	\$	_____
(Describe in Section 4)			(Describe in Section 4)		
Automobile-Present Value .....	\$	_____	Unpaid Taxes .....	\$	_____
Other Personal Property .....	\$	_____	(Describe in Section 6)		
(Describe in Section 5)			Other Liabilities .....	\$	_____
Other Assets .....	\$	_____	(Describe in Section 7)		
(Describe in Section 5)			Total Liabilities .....	\$	_____
<b>Total</b>	\$	_____	Net Worth .....	\$	_____
			<b>Total</b>	\$	_____

Section 1. Source of Income	Contingent Liabilities
Salary .....	As Endorser or Co-Maker .....
Net Investment Income .....	Legal Claims & Judgments .....
Real Estate Income .....	Provision for Federal Income Tax .....
Other Income (Describe below)* .....	Other Special Debt .....

Description of Other Income in Section 1.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

**Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).**

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

**Section 4. Real Estate Owned.** (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

**Section 5. Other Personal Property and Other Assets.** (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)

**Section 6. Unpaid Taxes.** (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

**Section 7. Other Liabilities.** (Describe in detail.)

**Section 8. Life Insurance Held.** (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

I authorize Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_