



Pre-Qualification

The Pre-Qualified Buyer™ evaluation and designation provides Aspiring Innkeepers a credible way to quantify how much purchasing power they really have as it relates to identifying hospitality properties that best fit their financial qualifications and professional/personal objectives.

A Pre-Qualified Buyer™ designation identifies a person or persons as having submitted, the required proofs and documentation for verification and analysis; prior to identifying or contracting to purchase a specific hospitality property. Pre-Qualified Buyer™ designation, confirms that all parties to an acquisition who will have an interest greater than 20% complete an application including, identification i.e. Driver License/s, Financial Statement/s, Account Statements, Credit Authorization, Personal Debt Schedule, three (3) most recent years Federal Tax Returns, Pay Stubs for Current Year, and Resumes for all partners.

- The Pre-Qualified Buyer's purchasing power and limitations are determined prior to requesting the financial data from the seller. Realtors and sellers alike are more receptive to investing time with a Pre-Qualified Buyer™, because their qualifications and assets have been independently verified. A Pre-Qualified Buyer™ negotiates with confidence knowing they have the capacity to consummate a transaction.

Pre-Qualification vs. Pre-Approval

A Pre-Approval differs from Pre-Qualification in commercial lending, in that the "Pre-Approval" is issued after a preliminary underwriting determination has been made. The buyer's qualifications, and the data from the commercial property are combined to assess the risks versus the merits of the loan application.

Financial records on the business/property being acquired will be needed to determine that the Debt Service Coverage Ratio (DSCR) will comply with general underwriting guidelines after items such as depreciation, officer's salaries, mortgage interest and certain non-re-occurring expenses are added back to the net profit/loss. A Pre-Approval will have issued conditioned upon certain events and due diligence has been completed. After all data from the borrower's and the subject property is compiled and analyzed by one of our Commercial Loan Underwriters.



Pre-Qualification & Loan Requirements Checklist

From Buyer/s

NOTE: Any person who will own an interest greater than 20% of the company, must independently complete the Loan Application. (ALL Pages)

- ☐ CCN Services Agreement
- ☐ Underwriting & Packaging Fee \$750.00 (PayPal or VENMO Please)
- ☐ Application Package Pages 4 through 8
- ☐ LOI or Purchase & Sale Agreement
- ☐ Copies of account statements for: Personal Savings, Checking Account/s, Money Market, Investment/Stock and IRA/401k
- ☐ Copy of driver's licenses, front and back for ALL and partner/spouse's
- ☐ 3 years personal tax returns for ALL and partner/spouse's (PDF/Electronic Files ONLY)

- ☐ Resume/s - Partner/s & Spouses
- ☐ Credit Report for All partners (See Note Below)
- ☐ Armed Services:

Are any family members (either spouse, partner or immediate family member) retired military receiving a DOD pension

☐ YES ☐ NO

- ☐ Executive Summary/Business Plan with Financial Projections

Required Property Data

- ☐ 3 years business tax returns & Schedule E if rent is paid to owners. (PDF/Electronic Files)
- ☐ Month by Month - (YTD) Income & Expense Statement dated within 30 days of application.
- ☐ Income & Expense Statement (P&L) Month by Month for Prior Year for comparison.
- ☐ Occupancy Data - Month by Month from reservation system prior 12 months - also current year to date (YTD)



Instructions

The following Commercial Information pdf, should be used to enter personal and property specific information.

Please type information directly into the information boxes. Be sure to fill in all information which applies to your personal data and/or transaction and please, feel free to call for assistance. It is always a good idea to save information after each page is complete. Simply select FILE then SAVE-AS and name the file. Please use your last name as we can readily recognize, then select OK to save your new file to your DESKTOP. Once you have finished the data entry on each sheet, SAVE once more for good measure. Please print a hard copy for your own records by selecting FILE then PRINT.

Notes:

- 1. 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.*
- 2. Please go to any credit bureau and order a tri-merged report for ALL three (3) credit bureaus Complete with your FICO Scores. Save to your desktop as a PDF file and upload to the Dropbox folder we will create for you.*

General Information Form

Please Complete All Information to Avoid Delays in Processing Your Information

Purpose of Loan:

- ☐ Conventional Mortgage
- ☐ SBA
- ☐ Construction loan
- ☐ USDA

Source of Repayment:

Amount Requested: \$

Term Requested:

Amortization Requested:

| Collateral Description: | Market Value: | Contract Price | Date of Purchase |
|-------------------------|---------------|----------------|------------------|
| 1. | \$ | \$ | |
| 2. | \$ | \$ | |
| 3. | \$ | \$ | |

A.

General Information - Purchase or Refinance

Legal Name of Principal (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
()

Mobile 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)
☐ Proprietorship ☐ C-Corp. ☐ S-Corp. ☐ LLC ☐ General Partnership ☐ Limited Partnership ☐ Professional Association ☐ Non Profit ☐ LLP

E-Mail Address (By providing this information, I authorize Griffin Capital Funding to send me information via e-mail)

Who does applicant currently do their business banking with?

Is applicant willing to move their banking relationship in conjunction with their loan?
Yes NO

B.

Current or Proposed Owner's Information

| Name | Social Security Number | % Ownership | Title |
|-----------------------------------|------------------------|-------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| Key Contact Name and Phone Number | | | |

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

C.

Property Information (Refinance)

| Current lender/s | Rate | Start date | Monthly payment | Current balance |
|------------------|------|------------|-----------------|-----------------|
| | | | | |
| | | | | |

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

| D. Property Information (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 _____ Phone Number _____ | | |
| Insurance Company Name _____ Phone Number _____ | | |
| Is the seller of the property willing to carry a second trust? (Purchase only) | <input type="checkbox"/> Yes* | <input type="checkbox"/> No |
| Have the Undersigned 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 Undersigned 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 Undersigned Currently A Defendant In Any Suit Or Legal Action? | <input type="checkbox"/> Yes* | <input type="checkbox"/> No |
| <i>*If you answered yes to any of the above questions, please provide an explanation on a separate sheet</i> | | |

| F. Certification And Signatures | | | |
|--|--|------------|---------------|
| The information contained in this form shall be used solely for business and commercial purposes. The undersigned agrees to provide additional information, data or documentation, financial or otherwise, upon request. | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Signature (Applicant) | | Title | Date mm/dd/yy |
| Signature (Guarantor) | | Print Name | Date mm/dd/yy |
| Signature (Guarantor) | | Print Name | Date mm/dd/yy |

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 | | LIABILITIES | |
|--|--------------|---|--------------|
| | (Omit Cents) | | (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 | \$ |
| Total | \$ | Net Worth | \$ |
| | | Total | \$ |

| 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 (Post Closing) in Section 1.

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| |
| |
| |

*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).

| | | |
|------------|-------------------|-------------------------|
| Signature: | Date: mm/dd/yy | Social Security Number: |
| Signature: | Date: mm/dd/yy | Social Security Number: |