



HILLSDALE

FINANCIAL SERVICES, L.L.C.

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

(The need for items #10-13 will vary according to each situation)

1. CURRENT RENT ROLL including: Regulated units
(controlled, stabilized) Apartment numbers
Room/Bathroom Count
2. COMPLETE LAST 3 YRS 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. PHOTOS, if
available.
8. MOST RECENT SURVEY
9. SUMMARY OF CURRENT FINANCING (refinance only)
including: Current lender Current principal balance Current
interest rate Current monthly payment Maturity date
Prepayment penalty information
10. CURRENT PERSONAL FINANCIAL STATEMENT (where
applicable)
11. CURRENT BUSINESS FINANCIAL STATEMENT (where
applicable)
12. LAST THREE (3) YEARS' PERSONAL TAX RETURNS (where
applicable)
13. LAST THREE (3) YEARS' BUSINESS TAX RETURNS (where
applicable)
14. PERMISSION TO RUN CREDIT REPORT(S)
15. OPERATING AGREEMENT FOR BORROWING ENTITY
16. BIO'S/ RESUME OF PRINCIPLES

“Providing Financial Solutions You Can Count On”