



HILLSDALE

FINANCIAL SERVICES, L.L.C.

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

(The need for items #9-12 will vary according to each situation)

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. LAST 3 YEARS 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 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) including:
 - Current lender
 - Current principal 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 THREE (3) YEARS' PERSONAL TAX RETURNS (where applicable)
12. LAST THREE (3) YEARS' BUSINESS TAX RETURNS (where applicable)
13. PERMISSION TO RUN CREDIT REPORT(S)
14. BIO/ RESUME ON PRINCIPLES
15. OPERATING AGREEMENT FOR BORROWING ENTITY

“Providing Financial Solutions You Can Count On”