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Commercial Loan Questionnaires

Property name _____

Property address _____

Property City _____ County _____

State _____ Zip _____

I) Subject Property Information:

1. What is the real estate tax bill for last year? _____

2. Assessors Parcel No.(Tax ID#): _____

3. Are there any abated taxes? _____ Are taxes fully assessed at this time? _____

4. If not, what is the expected full assessment? _____

5. What is the property insurance bill for last year? _____

6. What date does the insurance premium expire? _____

7. Are there any regulatory or deed restrictions concerning the property? _____

If yes, please explain: _____

8. What is the current physical occupancy percentage? _____

II) Improvements made & occupant Information:

1. Send me an old appraisal if you have one. We'll send it back if you want us to.

2. Type of property (office, industrial, anchored retail, unanchored retail, etc.)

When was this property built? _____ When was it last renovated? _____

Amount of renovations: \$ _____ Description: _____

How many units? _____ Total Rentable Square Feet: _____

Attach a unit breakdown and tenant/lease summary including any vacant space. Please show square footage, rent, type of lease, (or indicate owner occupied or vacant), and original occupancy date, and lease starting and ending dates for each unit.

How long are the leases? _____

What Expenses do the tenants pay? _____

What type of construction? _____

of parking spaces? _____ What is the site size? _____

3. What is the current estimated market value of the property \$ _____

4. If this is Assisted Living, How many total beds? _____

How many vacant beds? _____

What level of care is provided (please be specific)? _____

5. If this is a hotel/motel, Is it a flag (nationally recognized chain)? _____ if so,
which one? _____

Do you have a STAR report? _____ What is the average Daily Room
Rate (ADR)? _____

How many rooms? _____ What extra services are available (i.e: restaurant, spa,
convention facilities, etc.)? _____

III) Refinance Transaction Information

What is the existing loan balance? _____ P&I payment? _____

Interest rate? _____ Call or due date? _____

Lender Name? _____ Is there Prepayment Penalty? _____

When did you buy the property? _____ What was the purchase price? _____

What was the down payment? _____ Was it a trade or straight purchase? _____

IV) Purchase Transaction Information

1. What is the purchase price? _____ Forward a
copy of the purchase agreement.

2. What is the source of your down payment and closing costs? (select below)

Cash - Please list account #'s: _____

1031 Exchange - Is the exchange complete? _____

Balance in exchange account _____

Equity from other properties – Property address _____

Property Description: _____

When will this transaction be complete? _____

Other Description: _____

3. What physical condition is the property in? _____

Describe any deferred maintenance? _____

Estimated \$ amount: _____

4. What is the dollar amount of any anticipated repairs or improvements you are going to
immediately make above your down payment? _____

5. What date does your earnest money go hard? _____

Is there a financing contingency beyond this date? _____

If yes, by what date must you have a commitment? _____

6. What is the closing date? _____

7. Is this an exchange or a straight purchase? _____

8. Why are you buying this property?

V) Borrower Information

1. What is the name of the borrowing entity? _____
2. What is the entity structure? _____
Formed in what state? _____
3. Is the borrower a single asset entity? _____
4. Tell us who owns what percentages of the borrowing entity _____
5. Who is the key principal (who signs the closing papers)? _____
6. What is the key principal's social security #? _____
7. What is the key principal's Birth date? _____
8. What percentage of the deal, either directly or indirectly does the key principal own? _____
9. Any past credit issues on borrower/key principal we need to be aware of? _____

VI) Management Information:

1. What is the name of the management company? _____
2. How many units does this company currently manage? _____
3. What is the name of the on-site manager? _____
4. How many units does the borrower currently own? _____
5. How many units has the borrower owned in the past? _____
6. What management responsibilities have they performed? _____

VII) Additional Loan and Property Information

1. What is the current estimated market value? _____
How much is your loan request? _____
3. If this is a refinance, what is the reason for your request? _____

4. What do you think the loan to value will be? _____
5. Tell us what terms you would like: Term: _____ Yrs Amortization: _____ Yrs
Rate: Fixed _____ Fixed for how long? _____ Yrs Variable _____
Rate Requested: _____% Loan to Value: _____%
6. Identify in order of priority the following: (**1 = most important, 9 = least important**)
Maximum Loan Dollars/Loan to Value: _____ Lowest Interest Rate: _____
Lowest Payment: _____ Lowest overall financing cost over life of loan: _____
Low closing costs/Fees: _____ No Personal Recourse/Guarantee: _____
Long Loan Term: _____ Assumable by future buyers: _____
Ability to pre-pay loan _____
7. What features do you NOT want in your loan? _____

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8. When do you want this loan closed? 30 days 45 days 60 days 90 days For 90 days or more,
what date? _____ Additional Comment: _____
9. Is there a deadline you're under? Deadline date: _____
Please explain: _____
10. How long do you plan to keep this property? _____
What is your exit plan? () Sell Exchange () Hold Indefinitely () No definite plan
11. How do you plan to retire this loan?
Refinance () Sell () Exchange/Have it assumed () Payoff in Lump Sum () Not Decided
12. What is your most important priority or issue regarding this loan?

VIII) Contact Information:

1. What is your name? _____
2. What is your company name? _____
3. What is your street address? _____
4. What is your phone #? _____
5. What is your fax #? _____
6. What is your cell #? _____
7. What is your E-Mail? _____

IX) Other Important Documents

- 1) Commercial Application Questionnaire
- 2) Current Rent Roll
- 3) 2 years and YTD income and expense statements
- 4) 5 digital photos of subject property
- 5) Personal financial statement or 1003 on key principal(s). For retail, office, warehouse or self-storage add:
- 6) Copy of all Leases. Please send scanned copies via email or send to:

Processor@nextdoormortgage.com

OR

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