



NEW LOAN REQUEST SUBMISSION FORM

OWNER/TENANT OCCUPIED (OFFICE, RETAIL, INDUSTRIAL, SPECIAL USE)

Date:	Contact:
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Submitting Broker:			
Phone:		Fax:	
Address:		Cell:	
City:	State:	Zip:	E-mail:

Transaction/Pricing Details

Principle Borrower:		Telephone:	
Property Address:		Fax:	
City:		Amortization / Term /	
State:	Zip:	E-mail:	

Property Information

Property Type:			
Property Name:			# of Units:
Property Address:			# of Buildings:
City:	State:	Zip:	County: # of Stories:
Year Built:	Year Last Renovated:		Total Square Ft.:
Owner Occ. Sq. Ft.	Tenant Occ. Sq. Ft.:		Vacant Square Ft.:
Site Size:		Number of Parking Spaces:	
Is the Property: <input type="checkbox"/> Multi-use OR <input type="checkbox"/> Single-use (special purpose)			
How Long are the leases?:			
Do the tenants pay any expenses?:			
Yearly Gross Income:		Yearly Expenses: <small>No mortgage payments, owners draws, or depreciation to be included.</small>	
Yearly Net Income: <small>Before mortgage payments are made.</small>		<i>If refinance:</i> Existing Mortgage Payment: Interest rate: Loan Due Date:	
<i>Any other issues or concerns about the property?:</i>			

Needs List:

- 1) Owner/Tenant Occupied Submission Form
- 2) Last 3 years business tax returns for borrower(s)
- 3) Last three years personal tax returns for borrower(s)
- 4) Current personal financial Statement on borrower(s)
- 5) Year-to-date current business financials (P&L and balance sheet)
- 6) Last two year income and expense statement for tenant(s)
- 7) Copy of lease agreement(s)
- 8) Digital Color Photos of the Property - (Minimum of 5 photos, front, side, rear, interior and common areas)
- 9) Commercial Application Questionnaire
- 10) For Start up Businesses please provide a CPA prepared operating pro-forma
- 11) Copy of Purchase Contract (if applicable)
- 12) A check to *The Achtermann Commercial Lending Group LLC* for \$250.00 application fee

Additional documentation and information will be requested as needed.

Contact information:

The Achtermann Commercial Lending Group LLC

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