

Borrower	_____
Application Date	_____
Originator	_____

Commercial Mortgage Application  
 Property Type: **OFFICE**

**Loan Information**

Loan Name/Description \_\_\_\_\_

Recourse Preference      Recourse      Non-Recourse      Negotiable

Loan Purpose      Purchase      Refinance      Construction

If Purchase, Purch Price    \$ \_\_\_\_\_      Closing Date \_\_\_\_\_

If Refinance, Loan Balance    \$ \_\_\_\_\_      Interest Rate \_\_\_\_\_%    Type: Fixed\_\_\_ Variable\_\_\_

Cost of Recent Improvements    \$ \_\_\_\_\_      Improvements Documented?    Yes\_\_\_ No\_\_\_ Unknown\_\_\_

If Constr, Constr Cost+Land    \$ \_\_\_\_\_      Completion Date \_\_\_\_\_

**Borrower Information**

Borrower Name \_\_\_\_\_

Borrower Type      Individual      Corp      LLC      Trust      Ltd or Gen Ptnrshp      Other\_\_\_\_\_

Primary Contact      \_\_\_\_\_      Contact Email \_\_\_\_\_

Address \_\_\_\_\_      City \_\_\_\_\_      State \_\_\_\_\_      Zip \_\_\_\_\_

Phone      ( ) \_\_\_\_\_      Fax ( ) \_\_\_\_\_

Net Worth      \$ \_\_\_\_\_      FICO Score \_\_\_\_\_      Bankruptcy? Yes\_\_\_ No\_\_\_

**Property Information**

Property Name      \_\_\_\_\_      No. of Bldgs \_\_\_\_\_

Land Area \_\_\_\_\_

Last Appraised Value      \$ \_\_\_\_\_      Last Sale Price \$ \_\_\_\_\_

Last Appraisal Date      \_\_\_\_\_      Date of Last Sale \_\_\_\_\_

Property Attributes      Owner-occupied\_\_\_ Corner Located\_\_\_ Hwy Access\_\_\_ Hwy Visibility\_\_\_ Avg. Daily Traffic:

No of Loading Docks\_\_\_\_\_ Dock Height\_\_\_\_\_ At Grade\_\_\_\_\_ Both\_\_\_\_\_ Don't Know\_\_\_\_\_

Surrounding Land Use      Class A Office\_\_\_ Class B Office\_\_\_ Class C Office\_\_\_ Medical Office\_\_\_ Industrial\_\_\_ Retail\_\_\_

**Building Information**

Building Address \_\_\_\_\_      City \_\_\_\_\_      State \_\_\_\_\_      Zip \_\_\_\_\_

Number of Stories\_\_\_\_\_ Year Built\_\_\_\_\_ Year Renovated\_\_\_\_\_ Overall Appearance: Avg\_\_\_ Above\_\_\_ Below\_\_\_

No of Covered Parking Spaces\_\_\_\_\_ Uncovered\_\_\_\_\_ Sprinklered\_\_\_\_\_ % HVAC\_\_\_\_\_ % No of Elevators\_\_\_\_\_

Est. Market Vacancy % \_\_\_\_\_ % Gross Building Area \_\_\_\_\_ SF Net Rental Area \_\_\_\_\_ SF



**Income & Expenses**

Building Name \_\_\_\_\_

Item	3rd Preceding Year	2nd Preceding Year	Preceding Year	YTD No of Months____	Trailing 12 Months	Notes
Base Rent						
Expense Reimbursements						
Percentage Rent						
Parking Income						
Other Income						
Vacancy & Coll. Loss						
<b>Effective Gross Income</b>						
Real Estate Taxes						
Property Insurance						
Utilities						
Repairs and Maintenance						
Janitorial						
Management Fees						
Payroll and Benefits						
Advertising and Marketing						
Professional Fees						
General and Administrative						
Other Expenses						
Ground Rent						
<b>Total Operating Expenses</b>						
<b>Net Operating Income</b>						
Leasing Commissions						
Tenant Improvements						
Cap Ex. (Repl. Reserves)						
Extraordinary Capital Exp.						
<b>Total Capital Items</b>						
<b>Net Cash Flow</b>						