

Property Submission Checklist

Application: An application from Austin Private Funding is required for all loans.

Credit Authorization: Credit Authorization Form(s) must be completed for all Borrowers and Key Principals.

Property Information:

- a) Last two (2) years operating statements and property tax returns
YTD operating statement and budget
- b) Rent Roll
- c) Copy of most recent Property Tax Assessment Notice and Tax Bill and previous years Property Tax Assessment Notice and Tax Bill
- d) Copies of all leases
- e) Color pictures of property
- f) If this is a short sale, please contact Austin Private Funding for a list of additional information required.
- g) Flood Certificate
- h) Property Hazard insurance
- i) Appraisals / Market studies (current or past)

Payoff Letters: Include all payoff letters stating mortgage balances owed and/or real estate tax bills substantiating any back taxes owed.

Borrower / Guarantor Information:

- a) Personal Financial Statement for Borrowers, Guarantors and Key Principals
- b) Last two (2) years of Borrower's tax returns
- c) Resume and personal history description of Borrower and Key Principals
- d) Copies of all organizational documents and any amended documents of the entity that will be the Borrower

Contracts / Agreements: Include when applicable:

- a) Purchase, sale or option contracts/agreements
- b) Include any/all service agreements, management agreements, etc. with respect to the operations of the property (see Property Information above)

Third Party Reports:

Include copies of the following: i) environmental, ii) engineering (civil and structural), iii) survey, iv) title, v) existing appraisal and vi) any notices from government entities about zoning, right of way, road work, or any other notices. Austin Private Funding may require reports to be updated or reissued; the submission helps speed the closing process.

Our ability to fund quickly has a lot do with the quality and speed of information we receive.