

**Acquisition, Development & Construction (ADC) Loan Submission Worksheet
(Borrower Version)**

As of: _____ 20____

Consultant Firm: _____

Attn: _____ Title: _____

Email: _____ Phone: _____

Fax: _____

Day/Date of Official Submission: _____

Referring Broker Co. (if applicable): _____

Referring Broker Contact (if applicable): _____

Project Name: _____

Project Site Location: _____

Borrowing Entity: _____

Contact Person: _____

Best Phone: _____ 2nd Phone: _____

Primary Email: _____ Fax: _____

Primary Property/Project Type: OFFICE RETAIL MULTIFAMILY
 HOTEL/RESORT SPECIAL PURPOSE MEDICAL/HEALTHCARE SENIOR CARE
 MIXED-USE OTHER: _____

Loan Type: REFINANCE ACQUISITION DEVELOPMENT CONSTRUCTION/DESIGN-BUILD

PRELIMINARY DUE DILIGENCE QUESTIONNAIRE

- "Upon Completion/Built-Out Value" Appraisal in Place? YES or NO
- Construction Drawings, Blueprints, Photos, Permits, & Draw Schedule in Place? YES or NO
- Experienced Project/Construction Manager in Place? YES or NO
- Client/Borrower has a copy of Full Due Diligence Checklist? YES or NO
- Is an experienced Operations/(Property) Management/Company in Place? YES or NO

Financials of Project Sponsor Prior to Commencing Project

Annual Gross Income: \$ _____ Annual Expenses: \$ _____

Assets: \$ _____ Capital ALREADY in the Deal: \$ _____

Projected Financials of the Project Itself AFTER COMPLETION

Annual Net Operating Income: \$ _____ DSCR: _____

Gross Revenues: \$ _____ Gross Profit: _____

Expenses: _____ Projected Net Operating Income: \$ _____

Loan Details:

Loan Refinancing: \$ _____

Total Soft Costs: \$ _____

- Purchase: \$ _____
- Construction: \$ _____ Any Spec Inventory? YES or NO
- Purchase: \$ _____
- Total Construction Cost: \$ _____ LTC: _____ %
- Spec Inventory Construction Budget (up to 35% of total inventory): \$ _____
- Spec Inventory Construction Cost per unit: \$ _____
- Development Costs: \$ _____
- Furniture Fixtures and Equipment (FF&E): \$ _____
- Interest Reserve: \$ _____ Months/Yrs: ____/____
- Total NET Loan Amount: \$ _____**
- Completed Value: \$ _____ LTV: _____ %

PLEASE CHECK OFF all that is readily available for submission as of today)

DEVELOPER/PROJECT SPONSOR FINANCIAL INFORMATION:

- Personal financial statement {contained in the formal ADC loan Application}
- Prior three years personal tax returns {With W-2's}
- {Corporations, Partnerships, LLC's, LLP's}
- Business tax returns for the previous three years
- Current balance with two prior years historical balance sheets
- Current profit and loss statement
- Articles of incorporation or organization and by-laws

SUPPORTED BUSINESS/PROJECT DOCUMENTATION:

- Executive Summary
- Business Plan
- Marketing Plan
- Resumes will buy ales on the principles, project managers, management consultants, etc.
- Summaries of any significant contracts, strategic alliances, partnerships, is what joint ventures that will produce revenues (i.e. memberships, enrollment agreements, advanced bookings,
- Sales and marketing agreement with one or more real estate brokerage/property management and/or operational management consultant or subcontractors
- Pre-lease agreements or proposed rent schedule
- Pre-sales agreements or proposed sales contracts (preferably up to 20 to 35% of inventory)

PROPERTY INFORMATION:

- Executed sales agreement between buyer and seller
- Copy of deed and/or Title to the property

PROJECT INFORMATION:

- Commercial builder's resume' "Must be ACCEPTED/APPROVED BY LENDER"
- PROJECT manager's resume' "Must be ACCEPTED/APPROVED BY LENDER"
- Copy of current general contractors license and business license {If applicable}
- Estimate of commercial construction costs PREPARED BY AN Independent third-party construction estimator residing in for at least familiar with the local construction market
- Commercial materials description
- List of commercial sub-contractors and suppliers
- Commercial construction time line
- Commercial construction draw schedule
- Built-in contingency plan (5 to 20% time added to deadline and 5 to 20% factored into the construction budget
- Drawings and elevations, and/or presentation graphics (i.e. PowerPoint presentation)
- Blueprints and Plot plan,
- Earnest money agreement on lot {If applicable}
- Construction contract with buyer {If applicable}
- Prequalification {90%} letter for buyer {If applicable}
- Soils and percolation test {If applicable}
- Zoning classification
- Utility services {Available at the site}
- Commercial appraisal {"Built-Out Value Upon Completion" approach}
- Proof of insurance {Hazard w/ builders risk endorsement and generals liability} Prior to closing
- Other Information may be required depending on project type

Please check off (as much as possible) and scan/email to: underwrite@tamcocapital.com