

Real Estate Project Executive Summary for (insert your name or business name here)

[Information provided by the Borrower]

This document should be self-contained: no more than four pages.. Please fill out all applicable sections.

Borrower (Principal)

Name:

Street Address:

City, State, Zip Code:

Business name:

Number of Years in Business:

Phone numbers (office, cell):

Fax number:

Email address:

Project and Property Description

(What type of property – multifamily, mobile home park, residential, apartment building, retail, office, hotel, industrial, mixed use, self-storage, healthcare, shopping center, strip mall, etc.)

EXAMPLE: Warehouse and Land, 18,342 Square feet on 9.2 acres, 3 industrial buildings

Owned by: Jones Industrial Inc., Loan Applicant: Same, Zoning: IH.

Will it be owner-occupied?

Property Address

Type of Loan

Purchase

Land Loan

Construction

Refinance

Cash out Refinance

Second

Bridge

Acquisition and Development

Other. Explain:

Purchase Price

Last Appraised Value

(\$ and year)

Current Anticipated Appraisal

\$

Basis for appraisal: Appreciation Upgrade Other:

Loan Amount Requested

Loan To Value (LTV) Wanted

You may include options. For example, 75% LTV is preferred, but 70% is acceptable.

Borrowers Money Invested

How much of your own money you are putting in? Actual dollars only, not labor/equipment, etc. This should correspond with your Amount Requested and LTV information, above.

Itemized Use of Funds

A breakdown of how the loan proceeds will be spent. Include and explain other bills/expenses being paid from this loan. The total should add to the amount requested, above.

Preferred Payback Period/Special Terms Preferences

- Quickest Financing
- Lowest Rate
- Longest Term
- Shortest Term
- Bridge (12 to 36 months)

(State any special preferences, such as interest-only, balloon payments, etc.)

Collateral

What is available besides the property itself? Specify type of collateral and amount of equity. Real estate equity and liquid cash are best. Equity is value less amount owed.

For Purchases

1. Purchase Price:
2. Down Payment:
3. Seller Carry:
4. Seller Concessions:
5. Contract Expiration Date:

For Refinance/Cash Out Requests

1. When did you buy the property?
2. What was the original purchase price?
3. What was your down payment?
4. Any existing liens?
5. Improvements made and cost: \$

For Construction or Development Requests

1. Lot equity:
2. Cost of the lot:
3. Cost of construction:
4. Finished value:
5. Estimated Completion schedule for design and overall development:
6. Marketing Plan:

7. Developer Background, including prior and similar projects developed.
8. Project Management: a brief overview on the members of the project management team, including prior relative experience

For a Second

1. Will a new lender be able to take over the first? (note: Many lenders do not do seconds. For those that do, most have this as a prerequisite).
2. Please fill out the "Existing Loans." section, below.

Existing Loans

1. What is your current interest rate?
2. How many years left on the loan?
3. What is your current loan amount?
4. Who is your current lender?

If Being Converted/Upgraded

Anticipated Gross revenue after conversion/upgrade:

Anticipated Net Income after conversion/upgrade:

Anticipated property value after conversion/upgrade:

Names of Guarantors

The applicant(s) name should go here, plus any other business or personal guarantors.

Credit Score

Financial Information

Show how you will be able to make the payments to fully pay back the loan; for example, cash flow information/gross and net annual income can be included here. Will payments be made from rents, profits, prepaid interest, or other sources? This should be a condensed summary of the project's financial projections, preferably for 4 or 5 years, for the main financial categories: Revenues, Expenses, and Income/Profit.

Current Mortgage Payments:

*Is it late? [] no [] yes, explain:

Property Current Gross Annual Income:

\$

Property Current Net Annual Income Before Mortgage/Depreciation:

\$

Any Contracts Current Or Pending To Improve Income?

Documentation Available

List the project documentation available; such as a Business Plan, Feasibility Study, Appraisals, Project Drawings, etc.

Other Information, Critical Dates, or Special Circumstances

(Such as: funding options, or anything else that will help your case, or that a lender should know)