



EVERGREEN CAPITAL

COMMERCIAL REAL ESTATE LENDING

CONSTRUCTION LOAN DOCUMENTATION CHECKLIST

- Executive Summary of the project
- Construction Budget, including hard and soft costs.
- Background/Bio on each partner emphasizing:
 - Development
 - Construction
 - Renovation
 - Real estate experience
 - Past completed projects
- Background/Bio/Recent similar projects completed for each architect, contractor and construction manager (if applicable)
- Personal Financial Statement for each partner/sponsor with an interest of 10% or more
- 2 years tax returns for each partner with an interest of 10% or more in the project.
 - Extensions for any tax return filings [if applicable]
- Proposed sale prices and marketing plans for completed units (condominiums only)
- Comparable sales info for both the residential apartments, and any commercial space (only if condominiums).
- Rental analysis of the property (based on the estimated rental value of the completed units, including any commercial space).
- Evidence that partners/sponsors control development rights necessary to execute plans
- Timeline showing key points from beginning to completion of project.
- Copy of construction contract between the developer and the general contractor.
- Copy of fully executed purchase & sale contract (if applicable)
- Copy of approved building plans
- Copy of zoning analysis
- Copy of deed
- LLC agreement or articles of incorporating entity, if any

This checklist is intended to be used as a guideline. Actual documentation required may vary by lender, borrower, property, or loan type.

OTHER REQUIREMENTS

Some borrower financial & tax information may not be required for non-recourse loans.

- Schedule of real estate holdings [including purchase date, purchase price, and current mortgage amount]

- Personal financial statements [updated within the last 60 days]

- Personal resume [required for investment properties if self managed]

- Letter of explanation for any derogatory credit, including:
 - Slow pays
 - Charge-offs
 - Liens
 - Judgments
 - Child support
 - Other

- Property management agreement, resume, or letter of credentials, if property is to be held & professionally managed

- Subject property leases

- 3 months most recent bank statements [both personal and business]

- Year-to-date business operating statements [if applicable]

- Year end business operating statements if business tax returns are on extension [if applicable]