



## LIST OF ITEMS REQUIRED TO UNDERWRITE A MORTGAGE FOR A MULTI-FAMILY OR MIXED-USED PROPERTY

1. CURRENT RENT ROLL including:
  - Regulated units (controlled, stabilized)
  - Apartment numbers
  - Room/Bathroom Count
2. COMPLETE INCOME/EXPENSE STATEMENT on the property including:
  - Annual property taxes
  - Insurance
  - Water/Sewer
  - Fuel, Electricity
  - Maintenance/Repairs & Management
3. SUMMARY OF ALL COMMERCIAL LEASES (if any) showing escalations & expirations
4. COMPLETE, DETAILED PHYSICAL DESCRIPTION INCLUDING SQUARE FOOTAGE.
5. IF ACQUISITION, PROVIDE COPY OF FULLY EXECUTED CONTRACT OF SALE.
6. IF REFI, PRICE ORIGINALLY PAID FOR PROPERTY, date of purchase and summary of current financing.
7. PHOTOS, if available
8. SITE PLAN OR PROPERTY SURVEY, if available.
9. SUMMARY OF CURRENT FINANCING (refinance only) including:
  - Current Lender
  - Current principal balance
  - Current interest rate
  - Current monthly payment
  - Maturity date
  - Prepayment penalty information
10. CURRENT PERSONAL FINANCIAL STATEMENT (where applicable)
11. CURRENT BUSINESS FINANCIAL STATEMENT (where applicable)
12. LAST TWO (2) YEAR'S PERSONAL TAX RETURNS (where applicable)
13. LAST TWO (2) YEAR'S BUSINESS TAX RETURNS (where applicable)
14. CREDIT REPORT AUTHORIZATION