

## Common documents required for a commercial mortgage

### Purpose of the Loan

If new acquisition, copy of the Purchase Agreement

If refinance of existing property, existing loan balance, amortization schedule and maturity date

Amount of financing required, including details on intended use of funds

### Property Information

Detailed description of property (age, location, nature of construction, number of units, suite mix, parking, details of building amenities)

If existing property, three (3) years of historical detailed operating statements, noting actual income and expenses for the property

Current rent roll, including occupancy date, monthly rent, amenities, unit size (sf), and any additional items included in the rent

Property taxes, insurance, and utility invoices for the most recent 12-month period and/or current detailed operating statements for the property

Copy of Environmental Site Assessment conducted post-construction within the past 12 months from an acceptable firm

Copy of Appraisal report (if required) completed within the past 6 months from an acceptable firm

Copy of Building Condition Assessment or Engineers Report (if required) completed within the past 12 months from an acceptable firm

### Borrower & Guarantor Details

Borrowing Entity

Organizational chart, detailing company structure, key individuals, and reporting responsibilities

Financial statements for the most recent three years

Current credit report

Validation of substantive asset values listed in the financial statements (tax assessments)

Detailed real estate portfolio with comprehensive portfolio analysis

Personal Net Worth Statement(s) (if required)

Please note that this is a general list of common documents that may be required for a commercial mortgage loan and may not apply to all commercial mortgage applications and commercial mortgage lenders. Actual documents required for a commercial mortgage may vary by mortgage lenders and additional documents may be required for certain commercial mortgages. If you have any questions, contact an MCAP expert today. For more information, visit [www.mcap.com](http://www.mcap.com).