

Multi-Family Preliminary Needs List

Thank you for choosing ALB Commercial Capital (ALB) we appreciate the opportunity to assist in your financing needs. We strive to provide you with the best service available and to close your transaction on time. Please find our checklist below with items you will need to provide. Any forms needed can be found in the **FORMS** section of our website.

Property

- If purchase – Copies of buyer and seller executed Purchase Contract, along with all offers and counter offers.
- Rent Roll – please provide on ALB form or equivalent format.
- Operating Statements: Last two years and year-to-date – please provide on ALB form or equivalent format.
- Capital Improvements Form – please provide on ALB form or equivalent format.
- Complete fully executed lease agreements with all amendments and increase notices if applicable.
- Digital color pictures of the subject property interior, exterior front, rear and street views.
- Name and phone number for your insurance agent and copy of Declaration page.
- If refinance, Copy of Note.

Borrower – all principals with 20% or greater ownership

- Personal Financial Statement or Loan Application (1003) – complete and sign.
- Schedule of Real Estate Owned (SREO) form – provide on ALB form.
- Applicant's Authorization to Release Information form for credit report – complete and sign on ALB form.
- Two months current bank and investment statements (all pages) to verify liquidity/reserves.
- Two years current Federal Tax Returns and W-2's – include all schedules, statements and K-1's.
- If self-employed and filing business separately, include the last two years Business Federal Tax Returns, K-1's and year-to-date Profit and Loss statement.
- Three years current Entity Federal Tax Returns – include all schedules, statements, and K-1's.

To process your loan efficiently and to obtain loan approval, we advise you to continue making your mortgage payments and pay bills on time. In addition, refrain from any major purchases that could affect your credit, such as a new vehicle etc., until the loan is completed.

*Thank you for your business and do not hesitate to contact us with any questions.
We look forward to working with you*

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