

MSI Capital Group

3270 Blazer Parkway, Suite 202. Lexington, KY 40509

Office: (859)977-8905 / Fax: (859)246-3858

Commercial Application Questionnaire

Property Name _____

Property Address _____

Property City _____ County _____ State _____ Zip _____

Concerning the property, tell me: (Section I)

1. What is the real estate tax bill for last year? _____

2. Assessors Parcel No. (Tax ID#) _____

3. Are there any abated taxes? _____ Are taxes fully assessed at this time? _____

4. If not, what is the full assessment? _____

5. What is the property insurance bill for last year? _____

6. What date does the insurance premium expire? _____

7. Are there any regulatory or deed restrictions concerning the property? _____

If yes please explain: _____

8. What is the current physical occupancy percentage? _____

Concerning the improvements, the site & who occupies the rentable space: (Section II)

1. Send me an old appraisal if you have one. We'll send it back if you want us to.

2. Tell me:

Type of property (office, industrial, anchored retail, unanchored retail, etc) _____

When was this property built? _____ When was it last renovated? _____

Amount of renovations: \$ _____ Description: _____

How many units? _____ Total rentable square feet: _____

Attach a unit breakdown and tenant/lease summary including any vacant space. Please show square footage, rent, type of lease, (or indicate owner occupied or vacant), and original occupancy date, and lease starting and ending dates for each units.

How long are the leases? _____ What expenses do the tenants pay? _____

What type of construction? _____

of parking spaces? _____ What is the site size? _____

3. What is the current estimated market value of the property \$ _____

4. If this is Assisted Living, how many total beds? _____ How many vacant beds _____

What level of care is provided (please be specific)? _____

5. If this is a hotel/motel, is it a flag (nationally recognized chain)? _____ If so, which _____

Do you have a STAR Report? _____ What is the daily room rate (ADR) _____

How many rooms? _____ What extra services are available (ie: Restaurant, spa, convention facilities, etc)? _____

Is this a refi: (Section III)

1. What is the existing loan balance? _____ P&I Payment _____

Interest rate? _____ Call or due date? _____

Lender Name? _____

Can this loan be prepaid? _____ What is the prepayment penalty? _____

2. When did you buy the property? _____ What was the purchase price? _____

What was the down payment? _____ Was it a trade or straight purchase? _____

If this is a purchase: (Section IV)

1. What is the purchase price? _____ Forward a copy of the purchase Agreement.
2. What is the source of your down payment and closing cost? (Select below)
___ Cash – Please list account #'s _____
___ 1031 Exchange – Is the exchange complete? _____ Balance in exchange account _____
___ Equity from other properties- Property address _____
Property description: _____ When will this transaction be complete _____
___ Other – Description _____
3. What physical condition is the property in? _____
Describe any deferred maintenance? _____
Estimated \$ amount: _____
4. What is the dollar amount of any anticipated repairs or improvements you are going to immediately make above your down payments? _____
5. What date does your earnest money go hard? _____
Is there a financing contingency beyond this date? _____
If yes, by what date must you have a commitment? _____
6. What is the closing date? _____
7. Is this an exchange or a straight purchase? _____
8. Why are you buying this property? _____

Concerning the borrower: (Section V)

1. What is the name of the borrowing entity? _____
2. What is the entity structure? _____ Formed in what state? _____
3. Is the borrower a single asset entity? _____
4. Tell us who owns what percentages of the borrowing entity? _____
5. What is the key principal (who signs the closing papers)? _____
6. What is the key principal's social security #? _____
7. What is the key principal's birth date? _____
8. What percentage of the deal, either directly or indirectly does the key principal own? _____
9. Any past credit issues on borrower/key principal we need to _____

Concerning the Management: (Section VI)

1. What is the name of the management company? _____
2. How many units does this company currently manage? _____
3. What is the name of the on-site manager? _____
4. How many units does the borrower currently own? _____
5. How many units has the borrower owned in the past? _____
6. What management responsibilities have they preformed? _____

Concerning the loan you want us to give you: (Section VII)

1. What is the current estimated market value? _____
2. How much is your loan request? _____
3. If this is a refinance, what is the reason for your request? _____

4. What do you think the loan to value will be? _____
5. Tell us what terms you would like: Term _____ yrs Amortization _____ yrs
Rate: Fixed _____ Fixed for how long? _____ yrs Variable _____
Rate requested _____ % Loan to Value: _____ %
6. Identify in order of priority the following : (1 = most important 9 = least important)
Maximum Loan Dollars/ Loan to Value _____
Lowest Interest Rate: _____
Lowest Payment: _____
Lowest overall financing over life of
Loan: _____
Low Closing Cost/fees: _____
No Personal Recourse/Guarantee: _____
Long Loan Term: _____
Assumable by future buyers: _____
Ability to pre-pay loan: _____
7. What features do you not want in your loan? _____

8. When do you want this loan closed? ___ 30days ___ 45days ___ 60days
___ 90days for 90days or more, what date? _____ ___ no urgency
9. Is there a deadline your under? Please explain: _____
_____ Deadline Date: _____
10. How long to plan to keep the property? _____
What is your exit plan:
___ Sell ___ Exchange ___ Hold Indefinitely ___ No definite plan
11. How do you plan to retire this loan?
___ Refinance ___ Sell or Exchange/Have it assumed ___ Fully Amortize
___ Payoff in Lump Sum ___ Not Decided
12. What is your most important priority or issue regarding this loan? _____

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Contact Information: (Section VII)

1. What is your name? _____

2. What is your company name? _____
3. What is your street address? _____
4. What is your phone number? _____
5. What is your fax number? _____
6. What is your cell number? _____
7. What is your email? _____

IMPORTANT:

Complete page 5 below (owner Occupied Questions) if 25% or more of the subject property will be occupied by the owner.

Items listed below for conditional loan approval:

- 1) Commercial Application Questionnaire
- 2) Current Rent Roll
- 3) 2 years and YTD income and expense statement
- 4) 5 digital photos of subject property
- 5) Personal financial statement or 1003 on key principal(s)

For retail, office, warehouse or self storage add:

- 6) Copy of all leases

**Please send scanned copies via email to:
jhagen@msicapitalgroup.com**

OR

**Send to:
MSI Capital Group
Attn: Jason Hagen
3270 Blazer Parkway, Suite 202
Lexington, KY 40509**

Owner Occupied Questions

Complete the questions below if 25% or more of the subject property will be occupied by the owner.

Concerning the Nature of your Business

1. What is the nature of your business? _____
2. What types of products or services do you provide? _____
3. What is your geographical market area? _____
4. Please list your key customers. _____

5. Please list your major competitors. _____

Miscellaneous Questions:

1. Have you or any of your companies ever been involved in bankruptcy or insolvency proceedings? _____
2. Are you or your business involved in any pending or prior lawsuits? _____
If yes, please provide details on a separate sheet.
3. Have you ever received an SBA loan _____ if yes, please provide a copy of the SBA Loan Authorization document and the following: Original Loan amount _____
Date of the loan _____ Current Balance\$ _____ Current Status _____

Business Debt Schedule:

Indebtedness: Furnish the following information on all installments debts, contracts, notes, and mortgage payable. Do not include accounts payable or accrued liabilities.

Creditor Name/Address	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Date	Security	Current or Delinquent
Total Present Balance				Total Monthly payment				