

SINGLE PURPOSE/ OWNER-OCCUPIED BUSINESS

1. CURRENT BALANCE SHEET and CURRENT YEAR TO DATE PROFIT & LOSS statement for the business.
2. LAST THREE (3) YEARS' PROFIT & LOSS STATEMENTS.
3. COMPLETE INCOME / EXPENSE STATEMENT on the property including:
 - Annual property taxes
 - Insurance
 - Water / Sewer
 - Fuel
 - Electricity
 - Maintenance / Repairs
 - Management
4. SUMMARY OF ALL LEASES (if any) showing escalations and expirations.
5. COMPLETE, DETAILED PHYSICAL DESCRIPTION INCLUDING SQUARE FOOTAGE.
 - PHOTOS, if available.
6. IF REFINANCE, PRICE ORIGINALLY PAID FOR PROPERTY, date of purchase and summary of current financing.
 - SUMMARY OF CURRENT FINANCING (refinance only) including:
 - Current lender
 - Current principal balance
 - Current interest rate
 - Current monthly payment
 - Due date
 - Prepayment penalty information
7. IF ACQUISITION, COPY OF FULLY EXECUTED CONTRACT OF SALE.
8. SITE PLAN or Property Survey.
9. FULL DESCRIPTION/HISTORY OF BUSINESS
10. BIO / RESUME OF PRINCIPAL (S).
11. LAST TWO (2) YEARS' BUSINESS TAX RETURNS.
12. LAST TWO (2) YEARS' PERSONAL TAX RETURNS for all principals of business.
13. COPY OF DEED