

# HARVEST FUNDING GROUP, L.L.C.

Commercial Underwriting Division

## REAL ESTATE LOAN PACKAGE CHECKLIST

Type of Review: Preliminary  Final  Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Project: \_\_\_\_\_

Owner: \_\_\_\_\_

Loan #: \_\_\_\_\_

	DOCUMENTATION	NOTES
<input type="checkbox"/>	1. Summary of Loan Request	
<input type="checkbox"/>	2. Executive Summary (Description of Project)	
<input type="checkbox"/>	3. Location maps	
<input type="checkbox"/>	4. Plot plan/survey	
<input type="checkbox"/>	5. Environmental Site Assessments	
<input type="checkbox"/>	6. Photographs and Brochures	
<input type="checkbox"/>	7. Plans and Specifications	
<input type="checkbox"/>	8. Commercial Appraisal Review	
<input type="checkbox"/>	9. Organizational Structure - officers and directors	
<input type="checkbox"/>	10. Total capitalization (with source of equity)	
<input type="checkbox"/>	11. Cost breakdown (including land and owners equity)	
<input type="checkbox"/>	12. Detailed Use of Funds Schedule	
<input type="checkbox"/>	13. Schedule of expenditures-to-date	
<input type="checkbox"/>	14. Proforma statements (Profit and Loss)	
<input type="checkbox"/>	15. Status of Permits, Entitlements	
<input type="checkbox"/>	16. Background of the borrowers (Resumes)	
<input type="checkbox"/>	17. Profile on Management Entity	
<input type="checkbox"/>	18. Profile on Construction Entity	
<input type="checkbox"/>	19. Engineering Reports	
<input type="checkbox"/>	20. Marketing Study	
<input type="checkbox"/>	21. Copy of all Leases and Assignments	

Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_