



ARCHWOOD REAL ESTATE

LIST OF ITEMS REQUIRED TO UNDERWRITE A

CONSTRUCTION LOAN

(Items #1-10 needed immediately. Items #11-18 needed as we proceed.)

1. **Executive Summary of the Development**
2. **Construction Budget**, including hard and soft costs.
3. **Background/Bio on Each Partner**, emphasizing development, construction, renovation, real estate experience and past projects successfully completed.
4. **Background/Bio/Recent Similar Projects Completed**, for architect, contractor and construction manager (if applicable).
5. **A Personal Financial Statement**, for each partner with an interest of 10% or more (A blank personal financial statement form is available at the forms section of our website).
6. **Last Two (2) Years' Tax Returns**, for each partner with an interest of 10% or more in the project.
7. **Proposed Sale Prices and Marketing Plans**, for completed units (if condominiums).
8. **Comparable Sales Information**, for both the residential apartments and any commercial space (if condominiums).
9. **Rental Analysis of the Property**, based on the estimated rental value of the completed units, including any commercial space.
10. **Permission to Run Credit Report(s)**, for each partner with an interest of 10% or more. Go to *Forms* and then *Credit Report Authorization* at www.archwoodre.com and print the PDF file. (Please make copies for each individual in the case of a corporation or partnership.)
11. **Copy of Fully Executed Purchase Contract**
12. **Copy of Approved Building Plans**, if available
13. **Copy of Zoning Analysis**
14. **Copy of Deed**
15. **Evidence That the Partners Control any Development Rights Necessary to Execute the Plans**
16. **Timeline**, showing key points from beginning to completion of the project.
17. **LLC Agreement or Articles of Incorporation of Entity**, if any
18. **Copy of the Contract**, between the developer and the general contractor.