



ARCHWOOD REAL ESTATE

LIST OF ITEMS REQUIRED TO UNDERWRITE A
MULTI-FAMILY / APARTMENT OR MIXED-USE PROPERTY

(The need for items #10-13 will vary according to each situation)

1. **Current Rent Roll**, including:
 - Regulated Units (controlled, stabilized)
 - Apartment Numbers
 - Room/Bathroom Count
2. **Complete Income/Expense Statement**, on the property including:
 - Annual property taxes
 - Insurance
 - Water & Sewer
 - Electricity & Gas
 - Maintenance/Repairs & Management
3. **Summary of all Commercial Leases**, if any, showing escalations & expirations
4. **Complete, Detailed Physical Description**, including square footage
5. **If Acquisition, Provide Copy of Fully Executed Contract of Sale**
6. **If Refinance, Price Originally Paid for Property**, date of purchase and summary of current financing
7. **Photos**, if available
8. **Site Plan or Property Survey**, if available
9. **Summary of Current Financing (refinance only)**, including:
 - Current Lender
 - Current Principal Balance
 - Current Interest Rate
 - Current Monthly Payment
 - Maturity Date
 - Prepayment Penalty Information
10. **Current Personal Financial Statement**, where applicable
11. **Current Business Financial Statement**, where applicable
12. **Last Two (2) Years' Personal Tax Returns**, where applicable
13. **Last Two (2) Years' Business Tax Returns**, where applicable
14. **Permission to Run Credit Report(s)**: 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.)