



## Commercial Real Estate Application Questionnaire

Property name \_\_\_\_\_  
Property address \_\_\_\_\_  
Property City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_

### Concerning the property, tell me:

1. What is the real estate tax bill for last year? \_\_\_\_\_
2. Assessor's Parcel No. (Tax ID#): \_\_\_\_\_
3. Are there any abated taxes? \_\_\_\_\_ Are taxes fully assessed at this time? \_\_\_\_\_
4. If not, what is the expected 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: \_\_\_\_\_
4. What is the current physical occupancy? \_\_\_\_\_

### Concerning the improvements, the site & occupancy:

1. Send me an old appraisal if you have one. We'll send it back if you want us to.
2. If you don't have an old appraisal, tell me:
  - A. Type of property (office, industrial, anchored retail, unanchored retail, etc.) \_\_\_\_\_
  - B. When was this property built? \_\_\_\_\_ C. When was it last renovated? \_\_\_\_\_  
Amount of renovations: \$ \_\_\_\_\_ Description: \_\_\_\_\_
  - C. How many units? \_\_\_\_\_ D. Total Rentable Square Feet: \_\_\_\_\_

Please attach 1) Unit breakdown 2) 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 unit.

- D. What type of construction? \_\_\_\_\_
  - E. # of parking spaces? \_\_\_\_\_ F. What is the site size? \_\_\_\_\_
3. What is the current estimated market value of the property \$ \_\_\_\_\_

### ***If this is a refi:***

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:***

1. What is the purchase price? \_\_\_\_\_ Forward a copy of the purchase agreement.
2. What physical condition is the property in? \_\_\_\_\_



Describe any deferred maintenance? \_\_\_\_\_  
Estimated \$ amount: \_\_\_\_\_

- 3. What is the dollar amount of any anticipated repairs or improvements you are going to immediately make above your down payment? \_\_\_\_\_
- 4. 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? \_\_\_\_\_  
(The drop dead date!)
- 5. What is the closing date? \_\_\_\_\_
- 6. Is this an exchange or a straight purchase? \_\_\_\_\_
- 7. Why are you buying this property? \_\_\_\_\_

**Concerning the borrower:**

- 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. Who is the key principal (who signs the closing papers)? \_\_\_\_\_
- 6. What is the key principal's social security #? \_\_\_\_\_
- 7. What percentage of the deal, either directly or indirectly does the key principal own? \_\_\_\_\_
- 8. Any past credit issues on borrower/key principal we need to be aware of? \_\_\_\_\_

**Concerning the Management:**

- 1. What is the name of the management company? \_\_\_\_\_
- 2. What is the name of the area manager? \_\_\_\_\_
- 3. What is the name of the on-site manager? \_\_\_\_\_

**Concerning the loan you want us to give you:**

- 1. What is the current estimated market value? \_\_\_\_\_
- 2. How much is your loan request? \_\_\_\_\_
- 3. If this is a refi, what is the reason for your request? \_\_\_\_\_
- 3. What do you think the loan to value will be? \_\_\_\_\_
- 4. Tell us what terms you would like: Term: \_\_\_\_\_ Yrs. Amortization: \_\_\_\_\_ Yrs.  
Rate: Fixed \_\_\_\_\_ Fixed for how long? \_\_\_\_\_ Yrs. Variable \_\_\_\_\_  
Rate Requested: \_\_\_\_\_ % Loan to Value: \_\_\_\_\_ %

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 cost over life of loan: \_\_\_\_\_
- Low closing costs/Fees: \_\_\_\_\_
- No Personal Recourse/Guarantee: \_\_\_\_\_
- Long Loan Term: \_\_\_\_\_
- Assumable by future buyers: \_\_\_\_\_

5. What features do you NOT want in your loan? \_\_\_\_\_

\_\_\_\_\_

6. When do you want this loan closed? 30 days  45 days  60 days   
90 days  For 90 days or more: what date? \_\_\_\_\_ No urgency

7. Is there a deadline you're under? Please explain: \_\_\_\_\_  
\_\_\_\_\_ Deadline date: \_\_\_\_\_

8. How long do you plan to keep this property? \_\_\_\_\_  
What is your exit plan?  
Sell  Exchange  Hold Indefinitely  No definite plan

9. How do you plan to retire this loan?  
Refinance  Sell or Exchange/Have it assumed  Fully Amortize   
Payoff in Lump Sum  Not Decided

10. What is your most important priority or issue regarding this loan? \_\_\_\_\_

\_\_\_\_\_

**Contact Information:**

What is your name? \_\_\_\_\_

What is your company name? \_\_\_\_\_

What is your street address? \_\_\_\_\_

What is your phone #? \_\_\_\_\_ What is your fax #? \_\_\_\_\_

What is your cell #? \_\_\_\_\_ What is your E-Mail? \_\_\_\_\_

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

**Please submit the following documents with this application:**

- 1 Current rent roll**
- 2 Leases**
- 2 Last 2 year's year-end and year to date operating statements**
- 3 Color Photos (digital e-mails preferred)**
- 4 Personal Financial Statement on Key Principles\***
- 5 Borrower's resume (regarding ownership/management experience)**

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# Owner Occupied Questions

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

## Nature of Your Business

Nature of your business

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Type of products or services (include any catalogs or brochures)

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Geographic market area

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List key customers

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List major competitors'

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## Miscellaneous Questions

Have you or any of your company ever been involved in bankruptcy or insolvency proceedings? \_\_\_\_\_

Are you or your business involved in any pending or prior lawsuits? \_\_\_\_\_ If yes, please provide details on a separate sheet.

Have you ever received an SBA loan? \_\_\_\_\_ If yes, please provide a copy of the SBA Loan Authorization Document and the following:

Original Amount \$ \_\_\_\_\_ Date of the Loan \_\_\_\_\_

Current Balance \$ \_\_\_\_\_ Status \_\_\_\_\_



<b>Business Schedule</b>	<b>Debt</b>	
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Indebtedness: Furnish the following information on all installment debts, contracts, notes, and mortgages payable. Do not include accounts payable or accrued liabilities.

Company Name \_\_\_\_\_ Date \_\_\_\_\_ \*

Creditor Name/address	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security	Current or Delinquent
<b>present balance</b>			<b>Total</b>	<b>payment</b>		<b>Total</b>	<b>monthly</b>	