

# World Capital Source, Inc

## COMMERCIAL MORTGAGES

### Checklist

LOAN APPLICATION DOCUMENTS	Existing Property Loan Application Package	
	Pre-Application	Commitment
<b>GENERAL</b>		
Loan Application	X	
Copy of DL or State ID	X	
Authorization Form	X	
<b>BORROWER INFORMATION</b>		
Resumes	X	
Organizational documents		X
Federal Income Tax Returns (if full-doc)	X	
Current Mortgage Statement	X	
Personal Financial Statement		
<b>SITE INFORMATION</b>		
Deed	X	
Ground Lease, if applicable	X	
Photographs	X	
Surveyor's Report		X
Title Insurance Binder		X
<b>THIRD PARTY REPORTS</b>		
Phase I Environm't'l Assessment		X
Appraisal Report		X
Pest Infestation Report		X

<b>Site Inspection Report</b>		<b>x</b>
<b>PROPERTY MGMT &amp; OPERATION</b>		
<b>Management Agreement</b>		<b>x</b>
<b>Historic Operating Statements</b>	<b>x</b>	
<b>Rent Rolls</b>		<b>x</b>
<b>Occupancy &amp; Turnover History</b>		<b>x</b>
<b>Tenant Profile</b>		<b>x</b>
<b>Lease Agreement Form</b>		<b>x</b>
<b>Real Estate Tax Bills or Estimates</b>		<b>x</b>
<b>Proof of Insurance &amp; Ins. Bill</b>		<b>x</b>
<b>Operation &amp; Maint. Report (O&amp;M)</b>		<b>x</b>
<b>Est.'d Reserve for Replacements</b>		<b>x</b>