



## Hard Money & Acquisition/Construction Loan Real Estate Checklist

Please submit the following to: [processor@BlueCloverFin.com](mailto:processor@BlueCloverFin.com) OR fax to (404) 745-0473.

- **Executive Summary** - Please provide a detailed explanation of the project, who you are, and all the details. Include your strategy and address of the project including the time frame to complete.
- **Questionnaire** - Please provide answers, even if redundant, to the list of questions on the second page of this checklist.
- **Credit Report** - (please obtain your credit report from all 3 bureaus at either MyFico.com or CreditCheckTotal.com)
- **Personal Financial Statement** - (for each owner dated within the last 90 days. The form is included as the last 4 pages)
- **Credit Authorization Form** - (please see 3rd page below)
- **Last 3 Years of Tax Returns for Each Borrower/Owner**
- **Last 2 Years of Tax Returns for your Business**
- **Last Year's Profit and Loss Statement for your Business**
- **Year to Date Profit and Loss Statement for your Business**
- **Last 6 months of your Business Bank Statements**
- **A Rent Roll of the Property in Question, if applicable**
- **Several Photos of the Property in Question (Front, Back, Sides, Interior, Street Views)**



## Questionnaire

1. What type of property (retail, mixed use, multi-family)?
2. Is this a purchase, refinance (any cash out or construction)?
3. If refinance (what is the current loan balance, rate, terms)?
4. If refinance, when was it purchased and for how much?
5. If purchase, is there a contract, terms of the sale?
6. What is the size of the property (number of units, square footage, acres)?
7. Under what entity is the property owned (or to be purchased) LLC, individually?
8. What is the ownership structure like (or will it be like) # of partners?
9. Are there any unique characteristics of the property?
10. What is the surrounding market like (similar properties, condition, and neighborhood)?
11. What is the current vacancy of the subject property and the market?
12. What has the historical vacancy been like and why?
13. What is the tenant structure look like (quality of tenants, mom and pop stores or majors, high end apartments or other)?
14. What are the length of terms on the leases?
15. Are there any leases up for renewal?
16. What is the prediction of renewals or are there any new tenants coming in?
17. What is the NOI (net operating income) on the property?
18. Discuss expenses on the property (is there a management company)?
19. Any unusual or one-time expenses over the last few years?
20. How much equity does the owner plan to put down for purchase, if refi what is owner's opinion of value?
21. Rough estimate of owner's net worth and liquidity?
22. Does the owner have other properties and what type, value of properties and how long have they been owned?
23. Any personal credit issues for the owner(s) to be aware of, do they know their FICO scores?



# Credit Authorization

## Authorization To Release Information

By signing below, the undersigned individual as principal of and/or guarantor for the applicant, authorizes ALR Consulting, LLC (dba Blue Clover Financial) and/or its designee, assigns or potential assigns, to review his/her personal credit profile provided by national credit bureaus in considering this Application and for the purpose of the update, renewal, or extension of credit to the Applicant or the collection of any resultant accounts. A fax or photocopy of this authorization shall be valid as the original.

It is further authorized that ALR Consulting, LLC (dba Blue Clover Financial) and/or it's designee or assigns may make whatever credit inquiries it deems necessary in connection with this Application or in the course of review or collection of any credit extended in reliance on the Application. Authorization is given that any bank, lending institution, supplier, person or consumer reporting agency should comply and furnish any information it may have or obtain in response to such credit inquiries.

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Company Name

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Print Name

X

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Signature

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Date



ALR Consulting, LLC [dba Blue Clover Financial]

## PERSONAL FINANCIAL STATEMENT

As of \_\_\_\_\_

<b>Name</b>	<b>Business Phone:</b>
<b>Address:</b>	<b>Residence Phone:</b>
<b>City, State &amp; Zip:</b>	<b>Primary Banking Relationship:</b>
<b>Business Name of Applicant/Borrower:</b>	<b>Personal tax Returns files for:</b>

ASSETS (Omit Cents)	LIABILITIES (Omit Cents)
Cash on hand & in Banks _____	Accounts Payable _____
Savings Accounts _____	Notes Payable to Banks and Others (See Section 2) _____
IRA or Other Retirement Account _____	Installment Account (Auto) (Mo. Payments \$ _____)
Accounts & Notes Receivable _____	Installment Account (Mo. Payments \$ _____)
Life Insurance-Cash Surrender Value Only (Complete Section 8) _____	Loans on Life Insurance _____
Stock and Bonds (describe in section 3) _____	Mortgages on Real Estate (Describe in Section 4) _____
Real Estate (Describe in Section 4) _____	Unpaid Taxes (Describe in Section 6) _____
Automobile-Present Value _____	Other Liabilities (Describe in Section 7) _____
Other Personal Property (Describe in Section 5) _____	Total Liabilities _____
Other Assets (Describe in Section 5) _____	Net Worth _____
Total _____	Total _____

Section 1. Source of Income	Contingent Liabilities
Salary _____	As Endorser or Co-Maker _____
Net Investment Income _____	Legal Claims & Judgments _____
Real Estate Income _____	Provision for Federal Income Tax _____
Other Income (Describe below)* _____	Other Special Debt _____

*Description of Other Income*

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\*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Are any assets pledged? No \_\_\_ Yes X Provide detail below

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<b>Employer:</b>		
Are you a defendant in any suits or legal action?	<u>      </u> No <u>      </u> Yes <u>      </u>	If so, explain: _____
Have you ever taken bankruptcy?	<u>      </u> No <u>      </u> Yes <u>      </u>	If so, explain: _____
Do you have a will?	<u>      </u> No <u>      </u> Yes <u>      </u>	With whom? _____
Do you have a trust	<u>      </u> No <u>      </u> Yes <u>      </u>	With whom? _____
Number of dependants	_____	Names: _____

**Section 2. Notes Payable to Bank and Others.** (Use attachments if necessary. Each attachment must be identified as part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (mthly,etc.)	How Secured or Endorsed Type of Collateral

**Section 3. Stocks and Bonds.** (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

**Section 4. Real Estate Owned.** (List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of the statement and signed.)

	Property A	Property B	Property C	Property D
Type of Property Residential, Commercial, raw land, etc.				
Name & Address of Title Holder				
Date Purchased				
Original Cost				
Present Market Value				
Name & Address of Mortgage Holder				
Mortgage Account Number				
Mortgage Balance				
Amount of Payment per Month/Year				
Status of Mortgage				

**Section 5. Other Personal Property and Other Assets.** (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency).

**Section 6. Unpaid Taxes.** (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attached).

**Section 7. Other Liabilities.** (Describe in detail).

None

**Section 8. Life Insurance Held.** (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries).

I authorize ALR Consulting, LLC [dba Blue Clover Financial] and/or it's assignees, designees, affiliates to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 USC 1001).

Signature:

Date

Social Security Number:

Signature:

Date

Social Security Number:

APPLICANT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SUPPLEMENTARY SCHEDULE OF LIABILITIES

(List all Loans, Mortgages, Leases, Credit Cards, etc. not otherwise disclosed or that do not fit on statement)

CREDITOR	AMOUNT	DATE	BALANCE	STATUS	MATURITY	PAYMENT	COLLATERAL

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

By:  
Title: