

PROJECT SUBMISSION CHECKLIST

Project Name: _____
Contact Name: _____
Contact Number: _____
Contact Email: _____

Section 1 - Overview

- Executive Summary
- Project Timeline and Required Funding date
- Project Evaluation Form (See Accompanying Sheet)

Section 2 - Property Information

- Property Info Overview
- Property Address or Parcel Number
- Preliminary Title Report
- Preliminary Plat Approval
- Appraisal or Comparable Market Analysis (CMA)
- Environmental Reports (Phase I, etc.)
- Soils Engineering Reports
- Description of Marketing Plan

Section 3 Financial Information

- Income Statement
- Pro Formas
- Use of Funds to Date
- Use of Proposed Funding

Section 4 Principle Information

- Bios - Company References (e.g. investors, bankers)
- Detailed Description of Past, Current & Proposed Projects
- Principle Type: Corp LLC Lim./Gen. Partnership Trust Individual Guarantor

If Corporation:

- Articles of Incorporation (filed with the Secretary of State)
- Corporate By-Laws
- Resolution to Borrow (must be specific to current project: terms of loan, property)
- Minutes of Meeting if the above does not authorize designated Signor
- Company Organization Chart
- Company Ownership Structure

If Limited Partnerships/General Partnership:

- Partnership Agreement (must be complete and fully executed)
- Statement of Partnerships (recorded copy)
- LP-1 or LP-2 (filed with State and recorded with county) (as applies)
- Agreement to Borrower (must be specific to current project: terms of loan, property)

If Limited Liability Company:

- Membership Agreement / Operating Agreement (must be complete and fully executed)
- Articles of Organization (must be complete and fully executed)
- LLC-1 (filed with State and recorded with County)
- Agreement to Borrower (must be specific to current project: terms of loan, property)

If Trust:

- Trust Agreement and all Amendments (must be complete and fully executed)
- Trust Certification (addressed to CMXL)
- Trust Ownership Structure

If Individuals:

- Personal Credit Report on all Individuals and Guarantors
- Borrower's resume (*employment, real estate management background, etc.*)

If Guarantors:

- Guarantor Overview and Nature of Participation
- Guarantor Financial Statement
- Guarantor Tax Returns 2 Years
- Guarantor's Resume (*employment, real estate management background, etc.*)

Other Documents

- Liens
- Pending Litigation
- Regulatory Judgments
- Administrative Judgments
- Mediation

FOR DEVELOPMENT PROJECTS ONLY (please include;)

- Site Plans
- Mockups/Drawings of Future Buildings
- Description of Mapping or Plat Approval Status
- Copies of Public Approvals & Conditions
- Detailed Construction Budget
- Description of Utility Availability, Set Asides, etc.
- Final Plans & Specifications