



Southwest Business Capital Inc.

RETAIL INITIAL PACKAGE CHECKLIST

1. Detailed monthly operating statements, most recent trailing 12 months.
2. Detailed year-end operating statements, most recent three full years.
3. Detailed current and next year's budgets, by month.
4. Detailed current rent roll (incl. start/stop dates, rent, CAM, SF, deposits, etc).
5. Copies of current year's property tax bills and evidence of insurance, with current premium.
6. Detailed Sources & Uses of Funds Statement (include source of Borrower capital).
7. Detail of capital expenditures, last three years and planned for the next year.
8. Borrower entity & sponsorship description, including list of partners and percentage ownership.
9. Borrower entity current financial statement and balance sheet & Questionnaire.
10. Principal(s) resume, financial statement (include REO schedule & contingent liabilities) & Questionnaire.
11. Photos, floor plans, site plan, and area location map.
12. Copy of standard lease.
13. Property description, ie; age, # of buildings, nrst, parking, floors, site acreage.
14. Current market analysis and/or recent appraisal (if available).
15. Management company information and agreement.
16. Date of purchase, price paid, and capital infused since purchase.
17. Current debt: Current balance(s), original amount(s), term(s), amortization(s), due date(s), & Monthly payment(s).
18. Status of pre-leasing activity (if applicable).
19. Purchase contract or original cost to construct (if applicable).