INCOME PROPERTY LENDING

A Division of the All Star Group, Inc.

INSTRUCTIONS

Please complete all forms accurately. Live signatures are required on all applicable forms. A complete loan package allows us to process your request in a timely manner.

Loan Application/Statement of Loan Purpose: Please specify the type of entity the borrower will be and how the property is currently vested. Tell us how the loan funds will be used, i.e., purchase, refinance, refinance with cash-out, and specifically how the cash-out will be used. The data requested on the property to be financed must be provided. **The application must be signed and dated.**

Required Documentation Checklist: This checklist provides a list of all documentation that will be required prior to underwriting your request. Please provide copies of the items requested as soon as possible.

Personal Financial Statement: Completed, signed and dated Personal Financial Statement is required for (1) each proprietor; (2) each general partner or each limited partner who owns 20% or more interest; (3) each stockholder owning 20% or more of voting stock; or (4) any other person or entity providing a guaranty on the loan. Please be accurate, as the information provided will be verified. **This statement must be signed and dated.**

Schedule of Real Estate Owned: Provide completed information on all real estate owned by the borrower, principals and guarantors. It is very important that all properties are included. Footnote any properties that were sold within the last tax year as this information will be crosschecked to the tax returns. For properties not wholly owned, please indicate percentage of ownership with corresponding income/expenses/ value/debt. The totals should agree with the figure reported on the financial statement as "Total Market Value of Real Estate Owned." **This schedule must be signed and dated.**

Real Estate Loan Schedule, Addendum 1: Please provide complete information on all mortgages as indicated on the Schedule of Real Estate Owned and a copy of your most recent mortgage loan statement. As necessary, make copies of the form to provide information on all of the accounts.

Checking and Savings Accounts Schedule: Complete information on all checking and savings accounts in the "Total Cash in Banks" listed on the financial statement. A separate schedule must be completed for the borrower, principals and guarantors. This information assists us in verifying the account balances.

Property Information Summary: Provide as much information as possible. This will help us to better understand the property.

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Lease Summary: Complete this form accurately and in its entirety. It must reflect all of the leases/rental agreements in effect for the subject property and will be checked against the actual leases/rental agreements. **This form must be signed and dated** by the borrower.

Certified Rent Roll: The certification must be completed, signed and dated

Tenant Profile: Provide as much information as possible about the subject's tenants. This will help us determine the strength of the property's tenancy and understand lease rollover risk.

Lease Abstract: Complete this form for all tenants of the subject property.

Environmental Questionnaire: Answer all questions. If unable to answer a question on the questionnaire, respond "unknown" or "not applicable." **The form must be signed and dated** by the owner of record of the property.

Authorization to Release Information: A separate form for borrower and each principal and/or guarantor must be **completed, signed and dated.** This allows us to obtain credit reports, verify cash balances, mortgage payment histories, and perform due diligence on your loan request.

Financial Statement Certification: Please complete, sign and date a separate certification for the borrower and each principal and/or guarantor.

Tax Return Certification: Please complete, sign and date a separate certification for the borrower and each principal and/or guarantor.

Affidavit of Status of Broker: The affidavit must be completed, signed and dated only if applicable.

Statement of Facts: Please complete this form in its entirety. This is required by all title companies to assist them in their title search. **Sign and Date.**

IRS Form 4506: Please complete a separate form for the borrower and each principal and/or guarantor. Complete lines 1a, 1b, 2a (if applicable), and 9. **Sign, BUT DO NOT DATE FORM.**

Form W-9: Please complete a separate form for the borrower and all principals. Complete the name, taxpayer identification number, **sign and date.** (No other information is required on this.