DLCC COMMERCIAL LOAN PORTAL QUESTIONNAIRE

PORTAL TRAINING

The information below will be a questionnaire for a lender search. If a broker is going to start a loan submission to a lender, then FIRST complete the questionnaire below and turn in to shelly@savewithshell.com AND CC directlinkcapital@yahoo.com

Once the questionnaire is fully completed:

The next step is to TEXT (330) 502-6745 and let me know about the loan submission so I can set up a lender search.

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Project Name – The name of the project (what are they going to purchase) Be specific and use the LEGAL NAME and DBA if applicable

Descruption and name of purchasing entity: - List name of company, ALL owners AND percentages owned. List phone number and email of company and phone numbers and emails of each owner.

Company Name	Company Phone		Company Email	
Company Address	Street	City/State	Zip	
Owner 1: Name	Phone	Email	Physical Address	% Owned
Owner 2: Name	Phone	Email	Physical Address	% Owned
Owner 3: Name	Phone	Email	Physical Address	% Owned
Owner 4: Name	Phone	Email	Physical Address	% Owned

Project Information – Be specific on the description of the project in narrative form. The type of building? Choices are multi-family residential, industrial, hospitality (hotel or motel), retail (plaza, mall, stand-alone), agricultural (farm or rural raw land), raw land, energy or alternative energy, equipment, working capital (typically unsecured but secured by business cash flow stream or MCA) Is it a purchase? Refi? New construction? Other?

Type:*

First Mortgage, Subordinate or Mezzanine Loan, SBA, Unsecured WC, New Construction Loan, Bridge Loan, Hard Money (Asset based loan – 1st mortgage only). Portfolio (this can be any size including single family), rental properties, Other (describe) SEE BELOW for some specific details

** Important Item

Check here if you want an SBA loan. (Must be 50% owner used.)

Check here if you need a USDA Business & Industry Loan (Rural Areas only. Please uncheck the SBA checkbox above.)

I need a bridge loan (very fast, short term, more expensive loan).

This loan probably requires a hard money lender (more expensive but lenient).

Amount of Loan Request:* $

(Do not use cents or decimals) ** Important Item

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Sales Price/Value of the Collateral:*

$ XXXXX Price/$ YYYYY Value

(Do not use cents or decimals) ** Important Item

Amount of the Down Payment:

A borrower for PURCHASE must have at least 25% available for down payment, SBA does not require as much cash, however they do want to see "sufficient total assets (this amount varies from 25% to 100% of loan value)

(if applicable and do not use cents or decimals)

Property Address:*

2nd line of address:

City:*

State: **Change the state** (DLCC can broker loans in 47 states)

County:*

**Critical! Please Research if Unknown

This property is occupied by the owner's business

Check here if this property is located in a small town (less than 50,000) or a rural area

Type of Property:*

Apt Building / Multifamily Dwelling/Industrial/Retail/Etcetera

Gross Rentable Area:

(square feet)

Net Rentable Area:

(square feet)

Number of Units: Commercial is 5 units and up if residential

Number of Vacancies:

(if known)

Vacancy Rate for the Area: if 16 or more units, this number cannot exceed 97% and must be able to verify

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Description of the Building(s): Add FULL description AND photos of property (if possible)

Since Ownership

Age of the Building(s):

Years Last Renovated:

Purpose of the Loan:

Purchase/Refi/Consolidation/Working Cap

Interest Rate Desired:

Loan Fee:

(1 point represents 1% broker fee.

point(s) to the lender and (MUST MATCH BROKER POINTS)

point(s) to the broker: Here is DLCC recommendations: Working capital is built in and ranges from 1% to 12%. SBA loans are ALWAYS one point. DLCC has this built in and the SBA does NOT allow additional points. New Construction, purchase, refi loans: under 1 Mil = 2 points 1 Mil to under 5 million 1.5 points over 5 million 1 point. A broker MAY charge more IF the client is willing to pay AND understands that the lender will match our broker points

Amortization Schedule Desired: A common loan term would be a 10/1 ARM and 5 to 25 year amortization

years

Loan Term Desired:

year(s)

Special Issues, Problems, or Needs:

Input senior loan info if you're

seeking a second mortgage.

Curb Appeal:

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Borrower Information

Borrower 1

Name of Borrowers/Couple:*

Type of Entity:

Limited Liability Company

Occupation:

Annual Income:*

$

Net Worth:

$500,000 to $1,000,000

Credit:

Credit Score (if known):

(3 digits)

Borrower 2

Name of Borrowers/Couple:*

Type of Entity:

Occupation:

A**nnual Income:***

Net Worth:

Credit:

Credit Score (if known):

(3 digits)

Check here if you have additional borrowers to be listed.

This is the last data collection page. You're almost done!

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Property Income

Gross Scheduled Income:

* (annual)

* Include the market rent of any vacant units and any owner-used units

Other Income (laundry, parking, etc.):

(annual)

Expenses

Real Estate Taxes: $

(current actual)

Insurance: $

(current actual)

Management Expenses: $

(annual)

Repairs and Maintenance: $

(last year actual)

Reserves for Replacement: $ (minimum 6 months)

(annual)

Utilities: **$**

(last year actual)

Other Operating Expenses: **$**

(annual)

LAST PAGE COMING NEXT!

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BROKER'S RELATIONSHIP TO BORROWER

The borrower is a first time customer.

I have closed a loan for this borrower before.

The borrower is a relative or a personal friend.

I have unusual control over the deal.

PACKAGE ON DEAL?

I have not yet received a loan package from the borrower.

I have a partial package on the deal.

I have a full package on the deal.

I am dealing directly with the borrower.

I am dealing through another broker or party.

CONTRACT?

I do not have a signed contract with the borrower.

I have a signed contract with the borrower (NDA and Fee Agreement)