

Collateral Information Questionnaire
(All fields MUST be completed!)

Date completed: _____ Property Address: _____

Prepared by: _____ Preparer's Relationship to Transaction: _____

Prepared for and on behalf of: _____ (Lead Applicant / Primary Borrower)

This questionnaire provides additional factual information regarding physical attributes, occupancy agreements and operational characteristics of the property for use in the appraisal and underwriting processes.

Please answer each question explaining any "Yes" answers on second page:

- | Yes | No | |
|--------------------------|--------------------------|--|
| | | 1. <u>Is the property:</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | a. mixed use? Any uses other than residential? |
| <input type="checkbox"/> | <input type="checkbox"/> | b. operated as housing for college students by design or operating plan? |
| <input type="checkbox"/> | <input type="checkbox"/> | c. subject to rent control restrictions either by public law or under any other agreement? |
| <input type="checkbox"/> | <input type="checkbox"/> | d. master metered whereby the electricity and/or gas is paid by the landlord? |
| <input type="checkbox"/> | <input type="checkbox"/> | e. serviced by a septic system? (septic system inspection report required before funding) |
| <input type="checkbox"/> | <input type="checkbox"/> | f. serviced by private well water? (well report required before funding) |
| <input type="checkbox"/> | <input type="checkbox"/> | g. accessed via a private road or easement? |
| | | 2. <u>Does the property have:</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | a. building components built before 1978? (may have lead in paint) |
| <input type="checkbox"/> | <input type="checkbox"/> | b. building structures more than 50 years old? |
| <input type="checkbox"/> | <input type="checkbox"/> | c. subsidized rental occupancy, Section 8, HAP, other? |
| <input type="checkbox"/> | <input type="checkbox"/> | d. tenancy restrictions or conditions attached to the property based upon age, zoning, permit, HUD, municipality or other enablement agreements that set aside tenancy allocations? |
| <input type="checkbox"/> | <input type="checkbox"/> | e. a "social service" residential component which includes uses such as assisted living retirement, "Halfway House", nursing home, or congregate care? |
| <input type="checkbox"/> | <input type="checkbox"/> | f. rooming house tenancy (i.e. – rent paid more frequently than monthly)? |
| <input type="checkbox"/> | <input type="checkbox"/> | g. annual occupancy turnover of 50% or more renting to new tenants? |
| <input type="checkbox"/> | <input type="checkbox"/> | h. single room occupancy (Tenant occupying a single room without a kitchen)? |
| <input type="checkbox"/> | <input type="checkbox"/> | i. studio or efficiency units totaling more than 25% of the total number of units? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Has the property been converted from some other permitted use? – such as from a motel? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Was the property a "For Sale" development that is now operated as rental property? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Does parking conform to current zoning requirements? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Has the property in the past 12 months offered: 1) rent concessions, or 2) other rent abatement techniques? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Does or has the property operated with a "No Security Deposit" policy or waiving security deposits for more than occasional situations? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Is the borrower aware of any prior testing of the property for any of the following: (A) radon; (B) asbestos; (C) lead hazards; (D) chemical contamination of the soil or ground water; (E) underground subsidence risk; or (F) performance of a Phase 1 Environmental Study? |

Borrowing Entity Name:
 Property Address:

	2003	2004	2005 Annualized Based on Months
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INCOME:			
Retnal Income			
Laundry Income			
Other Income			
TOTAL INCOME			

EXPENSES:			
Management Fees (Offsite)			
Advertising			
Administrative (G&A)			
Property Insurance			
Legal and other Professional Fees			
On-site Mgmt - Salaries, Taxes, Benefits			
Interior Cleaning & Maintenance			
General Repairs & Maintenance			
CAM (Gardening, Pool, Pest Control)			
Supplies			
Real Estate Taxes			
Utilities (Electrical and Gas)			
Utilities (Water and Trash)			
Other Operating Expenses			
Miscellaneous			
TOTAL OPERATING EXPENSES			
Historical Capital Expense			
TOTAL EXPENSES & REP. RESERVES			

NET CASH FLOW			
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Collateral Information Questionnaire (continued)

<u>Question#</u>	<u>Explanation for "Yes" answers:</u>
_____	_____
_____	_____
_____	_____
_____	_____

Who will manage the property? (Company and contact name, address, phone number):

Describe property manager's qualifications? (Include number of buildings and units under management and how long in the business):

Other local properties managed (experience in market)?
Address: _____
Address: _____
Address: _____

What repairs or replacements of major systems or structural items are planned for the subject property in the next 12 months and what are their estimated costs?

Item: _____	Cost: _____
Item: _____	Cost: _____
Item: _____	Cost: _____
Item: _____	Cost: _____
Item: _____	Cost: _____

Lead Applicant / Borrower Name Signature Date

SCHEDULE OF REAL ESTATE OWNED

Borrower: _____

Property Address: _____

Whose Schedule is this?: _____

Notes: - It is preferred to input properties owned personally first, then those owned in entities.
 - Ownership - please provide entity name if not owned individually.
 - Acquisition Cost, Market Value for the full property (not borrower percentage).
 - % Ownership is the percent the borrower / guarantor owns.
 - Totals from other pages (if applicable) below not linked in "All Pages".

Property Address	Ownership Name				Mortgage Liens			Annual Cash Flow				
	Owner Occupied	Rental	Pending Sale	Sold	Loan Amount	Due Date	Lender	Loan Number	Reins	Oper. Exp.	Net Pmt.	Cash Flow
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
		Date Acquired			1st							\$
		Acquisition Cost			2nd							
		Market Value			3rd							
Property Type	# of Units											
					Total	\$						
Remarks												

Property Address	Ownership Name				Mortgage Liens			Annual Cash Flow				
	Owner Occupied	Rental	Pending Sale	Sold	Loan Amount	Due Date	Lender	Loan Number	Reins	Oper. Exp.	Net Pmt.	Cash Flow
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
		Date Acquired			1st							\$
		Acquisition Cost			2nd							
		Market Value			3rd							
Property Type	# of Units											
					Total	\$						
Remarks												

Property Address	Ownership Name				Mortgage Liens			Annual Cash Flow				
	Owner Occupied	Rental	Pending Sale	Sold	Loan Amount	Due Date	Lender	Loan Number	Reins	Oper. Exp.	Net Pmt.	Cash Flow
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
		Date Acquired			1st							\$
		Acquisition Cost			2nd							
		Market Value			3rd							
Property Type	# of Units											
					Total	\$						
Remarks												

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
		Date Acquired			1st							\$
		Acquisition Cost			2nd							
		Market Value			3rd							
Property Type	# of Units											
					Total	\$						
Remarks												

Total Units: Total Market Value: Total Debt: Total Net Cash Flow:

All pages: All Pages: All Pages: