

# Monroe & Giordano

MORTGAGE BANKERS

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## Apartment Questionnaire and Checklist

We are pleased that you have contacted us regarding the financing of your project. Please take a few minutes and complete this questionnaire and checklist which will speed the processing of your loan.

**Checklist:** Please provide the following as soon as possible:

1. **Income and Expense for each of the last three years, the current year to date and projections for the next twelve months.**
2. **Current Rent Roll.**
3. **Pictures and Brochure.**
4. **Location of map.**
5. **Resume of management and borrowers.**
6. **Capital Expenses Past and Future.**
7. **Copy of Appraisal, Environmental, Engineering Reports (if available).**
8. **Sales Contract (if applicable).**

### REASON FOR FINANCING/DESIRED GOAL/Loan

**Amount:** \_\_\_\_\_

### PROJECT:

Project Name: \_\_\_\_\_

Address (include zip code): \_\_\_\_\_

Year Built: \_\_\_\_\_

Year Renovated \_\_\_\_\_

Gross/Net Sq. Ft.: \_\_\_\_\_

Number of Units: \_\_\_\_\_

Number of Buildings: \_\_\_\_\_

Number of Stories: \_\_\_\_\_

Number of Passenger Elevators: \_\_\_\_\_

Number of Parking Spaces: \_\_\_\_\_

Number of Indoor Parking: \_\_\_\_\_

Number of Covered Parking: \_\_\_\_\_

Tenant Profile: \_\_\_\_\_ % Student

\_\_\_\_\_ % Military

\_\_\_\_\_ % Other

Occupancy: \_\_\_\_\_ % Current

\_\_\_\_\_ % Last Year

\_\_\_\_\_ % Year Before Last

Number of tenants that are 30 days or more delinquent in their lease payments 4 or more times during the last 12 months: \_\_\_\_\_

Number of tenants who pay cash: \_\_\_\_\_

Do tenants sign leases: \_\_\_\_\_ Term of lease: \_\_\_\_\_

What is the average rent: \_\_\_\_\_

When are rents expected to increase next: \_\_\_\_\_

How much: \_\_\_\_\_

When and how much were the historical rent increases for the last five years:

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Are there any rent concessions: \_\_\_\_\_

Please explain: \_\_\_\_\_

Is the project under rent control: \_\_\_\_\_

Please explain: \_\_\_\_\_

Is any of the project on a land lease: \_\_\_\_\_

Nearest town/city (include closest city in excess of 100,000): \_\_\_\_\_

Population of town/city: \_\_\_\_\_

What are the largest employers in the area of the project and approximately how many tenants are employed by each: \_\_\_\_\_

What are the amenities:

Clubhouse \_\_\_\_\_ Laundry \_\_\_\_\_ Pool \_\_\_\_\_

Tennis Courts \_\_\_\_\_ Exercise Room \_\_\_\_\_ Jacuzzi \_\_\_\_\_

Other \_\_\_\_\_

Type of heat: Oil \_\_\_\_\_ Gas \_\_\_\_\_ Electric \_\_\_\_\_

Type of AC: Window \_\_\_\_\_ Wall \_\_\_\_\_ Central \_\_\_\_\_ None \_\_\_\_\_

Individual hot water heaters: \_\_\_\_\_ Utilities separately metered: \_\_\_\_\_

Describe public transportation: \_\_\_\_\_

Description of capital improvements for the last three years:

Year	Improvement	\$ Amount

Date when property was purchased: \_\_\_\_\_

Purchase price: \_\_\_\_\_

**UNIT DESCRIPTION:**

Unit Type	# of Unit	Square Feet	# of Bedrooms	# of Baths	Average Rent	Occupancy %
Unit #1						
Unit #2						
Unit #3						
Unit #4						

Unit amenities:

Dishwasher: \_\_\_\_\_ Microwave: \_\_\_\_\_ Refrigerator: \_\_\_\_\_

Fireplace: \_\_\_\_\_ Washer/Dryer: \_\_\_\_\_ Balcony: \_\_\_\_\_

Garbage Disposal: \_\_\_\_\_ Storage Space: \_\_\_\_\_ Carpet: \_\_\_\_\_

Other: \_\_\_\_\_

Are any of the unit furnished: \_\_\_\_\_ Number: \_\_\_\_\_

**MARKET:**

List of five largest competitors:

	Address	Distance	Estimated Occupancy	# of Units	Average Rent	Relative Quality (better/worse/same)
Competitor 1						
Competitor 2						
Competitor 3						
Competitor 4						
Competitor 5						

Are there rent concessions in the market: \_\_\_\_\_ Describe: \_\_\_\_\_

What is the overall market vacancy: \_\_\_\_\_

**BORROWER:**

What is the borrowing entity: Individual \_\_\_\_\_ Corporate \_\_\_\_\_ Partnership \_\_\_\_\_

Is this a single asset entity: \_\_\_\_\_ If no, explain: \_\_\_\_\_

What is the name and address: \_\_\_\_\_

Who are the principals (major stockholders, general partners, etc.):

_____	_____	_____
Name	%	Address

_____	_____	_____
Phone	Fax	Cellular

_____	_____	_____
Name	%	Address

_____	_____	_____
Phone	Fax	Cellular

_____	_____	_____
Name	%	Address

_____	_____	_____
Phone	Fax	Cellular

_____	_____	_____
Name	%	Address

_____	_____	_____
Phone	Fax	Cellular

Do you have any negative credit information (i.e. bankruptcy, etc.): \_\_\_\_\_  
If so, please explain with an attachment.

Who is the on site general manager: \_\_\_\_\_

Phone number: \_\_\_\_\_

**OTHER:**

Do you have a current appraisal: \_\_\_\_\_ If so, what is the date of the appraisal and who is  
it by: \_\_\_\_\_

Do you have an environmental report: \_\_\_\_\_ If so, what is the date of the report  
and who is it by: \_\_\_\_\_

What is the current debt on the project: \_\_\_\_\_

To whom: \_\_\_\_\_

Monthly payments: \_\_\_\_\_ When due: \_\_\_\_\_

Who is the management company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Describe relationship with borrower: \_\_\_\_\_

Name and Contact Information for insurance agent \_\_\_\_\_

\_\_\_\_\_

**Certification:** I hereby certify that the above is true and correct to the best of my  
knowledge. Monroe & Giordano may be paid for servicing the loan by the lender. I also agree to  
give Monroe & Giordano, LLC the exclusive right to present this submission to all their lenders,  
except for the following lenders: