

Monroe & Giordano

MORTGAGE BANKERS

777 South Harbour Island Blvd., Suite 140

Tampa, Florida 33602

813-229-5055 Fax 813-229-5363

cmonroe@monroe-giordano.com

Manufactured Home Community and RV Park 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. Once we receive this information, we will analyze the material and suggest financing alternatives.

Checklist: Please provide the following as soon as possible:

1. **Income & Expense Statement for each of the last three years and the current YTD**
2. **Current Rent Roll.**
3. **Next 12 Month Projections of Income & Expense.**
4. **Location Map.**
5. **Pictures.**
6. **Copy of Appraisal (if Available).**
7. **Borrower and/or Principal Financial Statements.**
8. **Borrower and/or Principal Resume.**
9. **Prospectus (if applicable).**
10. **Copy of Executed Sales Contract (If Applicable).**
11. **RV Parks Only-Monthly Breakdown of Income for last 12 months**

REASON FOR FINANCING/DESIRED GOAL:

Acquisition: _____ Refinance: _____ Loan Dollars Requested: _____

SUBJECT:

Project Name: _____

Address (include zip code): _____

Age of Project: _____

Number of Spaces: _____

Acreage: _____ Density: _____

Tenant Profile: _____ % Family

_____ % Adult

_____ % Adults that are Retired

Occupancy: _____ % Current

_____ % Last Year

_____ % Year Before Last

Is this park in lease up or expanding: (Please explain) _____

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 park and approximately how many tenants?
are employed by each: _____

What is the government municipality or county with jurisdiction over the property? _____

Is your project under rent control: _____ If so, please explain: _____

Is any of the park on a land lease: _____

How many of the homes are owned by the park: _____

Approximate number of homes currently for sale: _____

What is the average age of the homes: _____

How many are double-wide: _____ How many are single-wide: _____

How many spaces will accommodate double-wides: _____

RV Parks:

Are any of the park spaces occupied by RV's or park models: _____

If so, how many: _____ Park models: _____ RV's: _____

What is the average rent: _____

How many RV's are annual or 6+6 rentals: _____ Annual: _____ 7+5: _____

Is this broken down in the rent roll and operating statements: _____

Breakdown RV rents: Annual \$ _____ 6+6 _____ 7+5 _____

Other: _____

Manufactured Home Communities and RV Parks:

Do tenants sign leases: _____ Term of Lease: _____

When are rents expected to increase next: _____ How much: _____

Are any model homes (income from dealers) included in rent roll: _____

If so, how many spaces: _____

Are there any rent concessions: _____ If so, please explain: _____

When and how much was the historical rent increase for the last 5 years: _____

Do the rent increases go into effect on the lease anniversary dates or at a specific time: _____

What are the amenities?

Clubhouse: _____ Laundry: _____ Pool: _____ RV Storage: _____

Tennis Courts: _____ Lake: _____ Shuffleboard: _____ Exercise Room: _____

Golf: _____ Jacuzzi: _____ Other: _____

Is the sewer connected to a municipal system-if so, with whom: _____

If not, please explain: _____

Is the water connected to a municipal system-if so, with whom: _____

If not, please explain: _____

What utilities are included in the rent: _____

Who is responsible for the lawn mowing: _____

Are there any service contracts in effect: _____ Please list: _____

List of service providers for the property.

Electricity: _____ Pest Control: _____

Solid Waste: _____ Natural Gas: _____

Landscaping: _____ Pool Service: _____

Storm Sewer: _____

Are the streets paved: _____ Approximate width of the streets: _____

How many cars can park at each home off the street: _____

Is there guest parking: _____ Where: _____ How many: _____

Is this Park a: 5 Star 4 Star 3 Star 2 Star

List the 4-5 competitors to your park:

Property	Approximate Rent Range	Occupancy Percentage

Who is the on site manager: _____ Phone: _____

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: _____

Do you have a survey of the property? By Whom: _____ Phone: _____

Is the park in a flood plain: _____

Who is your Property Insurance Agent? _____ Phone: _____

Do you have any oil or gasoline tanks in the property: _____

Do you have any negative credit information (i.e. bankruptcy, etc.)? _____

If so, please explain with an attachment.

What is the current debt on the project: _____

To whom: _____

Monthly payments: _____ What is the current note due date: _____

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:

Please sign in the space provided below:

_____ Date: _____