

Monroe & Giordano

MORTGAGE BANKERS

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Tampa, Florida 33602

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Multi Tenant Retail/Industrial/Business 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 which will speed the processing of your loan.

Checklist: Please provide the following as soon as possible:

1. **Income & Expense Statements for each of the last three years and the current year to date..**
2. **Current Rent Roll showing each tenant, term, CAM, etc.**
3. **Location Map/Site Plan**
4. **Photographs and Leasing Brochure**
5. **Borrower Financial Information and Resume**
6. **Copy of Tenant Leases**
7. **Copy of Executed Sales Contract (if applicable)**
8. **Copy of Appraisal and Other Third Party Reports (if available)**

REASON FOR FINANCING/DESIRED GOAL: _____

PROJECT:

Project name: _____

Address (include zip code): _____

Age of Project: _____

Gross Square Feet: _____

Rentable Square Feet: _____

Estimated Frontage: _____

Number of Floors: _____

Number of Elevators: _____

Number of Buildings: _____

Total # of Units: _____

Smallest Unit: _____

Largest Unit: _____

Average Unit Sq. Ft.: _____

Parcel Size: _____

Current Occupancy: _____

Last Year Occupancy: _____

Prior Year Occupancy: _____

Unit Breakdown: Size, Number, Rate (please attach)

What percentage of total units are set-up for other uses such as :

Retail: _____% Self Storage: _____% Other: _____%

What is the overall rent per sq.ft. per month on occupied space: _____

What is your current asking lease rate: _____

What type of construction was used for the facility: Concrete Tiltup, Masonry, Other:

Type of roof construction: _____

Driveways: Concrete, Asphalt, Other: _____

List any capital improvements made to the property in the previous 3 years:

Year	Improvement	\$ Amount

Is there right and left turn ingress and egress: _____

Are the units air conditioned: _____ If yes, please explain: _____

Warehouse clear height: _____

Do tenants sign leases: _____ Term of lease: _____

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

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

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

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

Explain any expense pass throughs, stops, CAM, etc.: _____

List the five closest competitors, square footage, # of units, average rent and distance from site:

Property Name	Square Footage	# of Units	Average Rent	Distance

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: _____