



## INITIAL LOAN SUBMISSION FORM

**BROKER INFORMATION:**

Company Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Broker Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Office Number: \_\_\_\_\_ Email: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION:**

Loan Purpose:  Purchase  Refinance      Occupancy:  Owner  Investment

Property Type:  Multi-Family  Office  Retail  Warehouse/Industrial  Assisted Living  
 Daycare  Land  Marina  Other: \_\_\_\_\_

Number of Units: \_\_\_\_\_ Subject Sq. Ft. \_\_\_\_\_ Appraisal?:  Yes  No

Property Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Loan Amount Requested: \_\_\_\_\_ LTV: \_\_\_\_\_%

Previous Sales Price: \_\_\_\_\_ Previous Sales Date: \_\_\_\_\_

Current Sales Price: \_\_\_\_\_ Current Sales Date: \_\_\_\_\_

Estimated "As-Is" Value: \_\_\_\_\_ Existing Liens: \_\_\_\_\_

Purpose of Loan: \_\_\_\_\_

**BORROWER INFORMATION:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Credit Score: \_\_\_\_\_

**COMMENTS/PLAN FOR REPAYMENT/EXIT STRATEGY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HOW DID YOU HEAR ABOUT US?** \_\_\_\_\_

\_\_\_\_\_

## GENERAL LOAN SUBMISSION CHECKLIST

BlueWater has the ability to fund a transaction in as little as seven (7) days. The ability to fund often has to do with the organization of the borrower/property information. In order to receive the fastest service from BlueWater, we ask that you submit all of the following information with your submission package. For certain transactions, additional information may be requested. Visit us online at [www.bluewaterfundingllc.com](http://www.bluewaterfundingllc.com) or call (301)656-6566.

<b>EXECUTIVE SUMMARY:</b>	<i>A statement about intended purpose of loan, how the loan is intended to be repaid, why the Borrower needs a loan, when the Borrower needs the funds</i>
<b>APPLICATION:</b>	<i>A BlueWater Funding Commercial Mortgage Application or Form 1003 is required for all loans.</i>
<b>CREDIT AUTHORIZATION:</b>	<i>A Credit Authorization Form must be completed for all Borrowers and Key Principals.</i>
<b>PROPERTY INFORMATION:</b>	<ul style="list-style-type: none"><li><i>(i) Last two (2) years operating statements and tax returns</i></li><li><i>(ii) YTD operating statement and budget</i></li><li><i>(iii) Detailed Rent Roll</i></li><li><i>(iv) Copy of most recent Property Tax Assessment Notice and Tax Bill</i></li><li><i>(v) Copies of all leases</i></li><li><i>(vi) Copy of Existing Insurance Policy</i></li><li><i>(vii) Copy of existing mortgage documents, if applicable</i></li><li><i>(viii) Color pictures of property</i></li></ul>
<b>THIRD PARTY REPORTS:</b>	<i>Include copies of existing appraisal, engineering, environmental, title and survey reports as available. BlueWater Funding may require reports to be updated or reissued; the submission helps speed the closing process.</i>
<b>CONTRACTS/AGREEMENTS:</b>	<i>Include any purchase, sale or option contracts/agreements. Include any/all service agreements, management agreements, etc. with respect to the operations of the property.</i>
<b>PAYOFF LETTERS:</b>	<i>Include all payoff letters stating mortgage balances owed and/or real estate tax bills substantiating any back taxes owed.</i>
<b>BORROWER INFORMATION:</b>	<ul style="list-style-type: none"><li><i>(i) Personal Financial Statement for Borrower &amp; Key Principals</i></li><li><i>(ii) Past three (3) years tax returns</i></li><li><i>(iii) Resume or personal history description of Borrower and Key Principals</i></li><li><i>(iv) Copies of all organizational documents and any amended documents of the entity that will be the Borrower</i></li></ul>