

## SUBMISSION CHECKLIST

BlueWater has the ability to fund a transaction in as little as five (5) days. The ability to fund quickly has a lot 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>APPLICATION:</b>	A BlueWater Funding Commercial Mortgage Application is required for all loans.
<b>CREDIT AUTHORIZATION:</b>	A Credit Authorization Form must be completed for all Borrowers and Key Principals.
<b>PROPERTY INFORMATION:</b>	<ul style="list-style-type: none"><li>(i) Last two (2) years operating statements and property tax returns</li><li>(ii) YTD operating statement and budget</li><li>(iii) Detailed Rent Roll</li><li>(iv) Copy of most recent Property Tax Assessment Notice and Tax Bill</li><li>(v) Copies of all leases</li><li>(vi) Copy of existing mortgage documents, if applicable</li><li>(vii) Copy of current insurance policy</li><li>(viii) Color pictures of property</li></ul>
<b>THIRD PARTY REPORTS:</b>	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.
<b>CONTRACTS/ AGREEMENTS:</b>	Include any purchase, sale or option contracts/agreements. Include any/all service agreements, management agreements, etc. with respect to the operations of the property.
<b>PAYOFF LETTERS:</b>	Include all payoff letters stating mortgage balances owed and/or real estate tax bills substantiating any back taxes owed.
<b>BORROWER/ GUARANTOR INFORMATION:</b>	<ul style="list-style-type: none"><li>(i) Personal Financial Statement for Borrowers, Guarantors and Key Principals</li><li>(ii) Past two (2) years of Borrower's tax returns</li><li>(iii) Resume or personal history description of Borrower and Key Principals</li><li>(iv) Copies of all organizational documents and any amended documents of the entity that will be the Borrower</li></ul>