



Initial Needs List

The following items are needed to submit a Commercial Real Estate Loan Application to Alliance Business Capital. We do require use of Alliance's loan forms which are included in this loan package.

1. Completed Alliance Loan Application
2. Alliance Credit Authorization
3. Commercial Loan Questionnaire
4. Property Operating Statement (needed on investment loans only)
5. If this is a refinance request, we need a copy of the note being refinanced and the most recent mortgage statement along with a copy of the most recent 12 months canceled checks
6. If this is a purchase loan request, we need a copy of the *executed* purchase agreement
7. Last 2 years of tax returns (business and personal) and current year to date profit and loss statement with balance sheet
8. Digital Photos of the interior and exterior of the subject property
9. If applicable copies of the property leases and a completed lease summary
10. Clear copy of borrowers Driver's License and 1 additional ID (passport or other government issued ID)

The above items are needed for a term sheet.

Additional Forms that will be needed before Final Loan Commitment

1. Environmental Questionnaire
2. Rent Roll if applicable
3. Borrowers Personal Financial Statement

Please upload all documents all at once to our secure online portal located at <http://alliance.leapfile.net>

We realize that we ask for several items upfront but that is to ensure that there are no surprises late in the loan process. In most cases a term sheet can be issued within 48 hours of receiving the requested items.

Thank you for the opportunity to assist you.

Alliance Business Capital