

TRAILING 12-MONTH FINANCIAL STATEMENT (or YTD if available)

PURCHASE & SALE AGREEMENT/PAYOFF

FINANCIAL STATEMENTS (past 2 years)

PERSONAL FINANCIAL STATEMENT FOR ALL GUARANTORS

LIQUIDITY VERIFICATION (Account Statements)

TENANT LEASES

STATEMENT OF REAL ESTATE OWNED (form can be provided)

PROOF OF INSURANCE

CURRENT RENT ROLL - INCLUDE

- ▶ *Unit Type*
- ▶ *Unit Size*
- ▶ *Lease Beginning/Ending Dates*
- ▶ *Info on subsidies (Section 8, etc.) if applicable*

PROPERTY SURVEY

MANAGEMENT COMPANY INFO

MANAGEMENT EXPERIENCE (IF SELF-MANAGED)

BORROWER'S BUSINESS RESUME (DETAILING EXPERIENCE WITH MULTIFAMILY INVESTMENT PROPERTY)

BORROWING ENTITY DOCUMENTS (MUST BE SINGLE-ASSET ENTITY)

- ▶ *Articles of Incorporation/Organization*
- ▶ *Operating Agreement/Bylaws*
- ▶ *Signing Authority (if not included in Operating Agreement)*
- ▶ *Certificate of Good Standing*
- ▶ *If organized in a state other than the state the property is located, Foreign Entity Registration is required*
- ▶ *Organization Chart*
- ▶ *Employer Identification Number (EIN)*

REAL ESTATE TAX BILLS

Note: Any applications for loans, and any documents, forms and/or information in support thereof ("Loan Application") emailed to your Account Executive shall not be considered a loan submission. Upon speaking with your Account Executive, you will be advised of the process and procedures for submitting a Loan Application to Acra Lending. Should you have questions regarding TILA-RESPA Integrated Disclosures and how they impact your business, please consult your legal counsel.

CAPEX

- ▶ performed w/in 3 years
- ▶ Scheduled/Planned w/in the coming year

AGE OF ROOF

ESTIMATE OF MARKET RENT

CERTIFICATE OF OCCUPANCY

COMPLIANCE DOCUMENTS (CLICK ITEMS BELOW TO DOWNLOAD)

- ▶ [Acra Anti-Money Laundering Declaration](#)
- ▶ [ACRA ECOA Anti-Discrimination Notice](#)
- ▶ [ECOA Right to Appraisal](#)
- ▶ [ECOA Waiver](#)
- ▶ [E-Consent Agreement](#)
- ▶ [Flood Insurance Disclosures](#)
- ▶ [Mortgage Fraud Disclosure](#)
- ▶ [USA Patriot Act Disclosure](#)

APPRAISAL REPORT

PRELIMINARY TITLE REPORT

At the discretion of the underwriter additional documents may be required on a case-by-case basis.

**Once your file is ready to be submitted,
please upload the submission for your Account Executive to review.**

Please upload submission to:

<https://acralending.com/broker-portal/#wholesale-file-upload>

Corporate Office:

3 Ada Parkway, Suite 200A
Irvine, CA 92618
(888) 800-7661

Loss Payee Clause:

CITADEL SERVICING CORPORATION
ISAOA
25531 COMMERCE DRIVE, SUITE 160
LAKE FOREST, CA 92630
ACRA LOAN #: (reference loan approval)

Index and Adjustment Caps:

- Floor at Start Rate / Index is 1yr. CMT
- 2% Initial Cap / 2% Annual Cap / 6% Life Cap
- Margin per credit grade

For additional forms, visit:

<https://acralending.com/broker-resources/#forms>

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SMALL BALANCE MULTIFAMILY
Loan Submission Form

CONTACT INFORMATION

Broker Name: Broker Address: Loan Officer: LO Cell: LO Phone: LO E-mail:

NMLS Corp #: NMLS Branch #: NON-LICENSED ORIGINATOR: NMLS MLO #: Loan Processor: LP Phone: LP E-mail:

BORROWER INFORMATION

| | | | | | | | |
|--|-------------|---|------|-----------|-----------|--------------|--|
| Borrowing Entity Name | | Mailing Address/City/State | | Own? | Liquidity | Net Worth | |
| | | | | | | | |
| Guarantor Name(s) | Ownership % | Personal Residence City/State | Own? | Liquidity | Net Worth | Credit Score | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| YES Have any Borrowers or Guarantors: | | YES | | | | | |
| Had a property foreclosed in last 3 years? | | Are any Borrowers or Guarantors foreign nationals? | | | | | |
| Filed for bankruptcy in last 5 years? | | Any Borrower or Guarantor missed mortgage payments in the last 12 months? | | | | | |
| Failed to file Federal tax returns for last 3 years? | | Are there back real estate taxes owed on subject property? | | | | | |

CLOSING AGENT INFORMATION

Company Name: Agent Name:

E-mail Address: Phone #: Title/Escrow Order #:

SUBJECT PROPERTY INFORMATION

Address:

City: State: Zip: Building SF: # of Units:

Occupancy: % Does the owner occupy any portion of the property? No Yes

Acra will not finance property with: Does the property have:

· Underground or above ground storage tanks · Automotive repair uses

· Hazardous material handling / licensing · On-site dry cleaner plant

· Ongoing environmental remediation

· A prior Phase 1 report available

LOAN INFORMATION

Requested Loan Amount: LTV: CLTV:

Estimated Value: Purchase Price: FICO:

Purpose:

☐ Purch

☐ R&T Refi

☐ Cash-Out Refi

Property Type:

☐ 5-10 Units

☐ 10-20 Units

☐ 20+ Units

Prepay:

☐ 5/4/3/2/1

☐ 3/2/1

Term:

☐ 5/1 Arm (Std)

☐ 7/1 Arm

☐ 30yr Fixed

I/O:

☐ Yes

☐ No

QUALIFICATION / SUBMISSION REQUIREMENTS

Lender Paid

Grade: Rate: Comp:

Contract Processing Fee \$ NMLS #

Specific Borrower Requirements:

Borrower Paid**

Grade: Rate:

Points or \$ Processing \$

Contract Processing Fee \$ NMLS #

**Note: Broker Origination Points and Fees are limited to the lessor of (a) 4.0% of the loan amount, and (b) the maximum allowable by Federal & State High Cost thresholds.

ACRA LENDING AE:

If you would like to submit a loan application to Acra Lending for consideration please speak with your Account Executive. Any applications for loans, and any documents, forms and/or information in support thereof ("Loan Application") emailed to your Account Executive shall not be considered a loan submission. Upon speaking with your Account Executive you will be advised of the process and procedures for submitting a Loan Application to Acra Lending. Should you have questions regarding TILA-RESPA Integrated Disclosures and how they impact your business, please consult your legal counsel.

By submitting this loan application to Acra Lending, Broker is confirming that they (A) have received and amassed the requisite six pieces of information described under 12 CFR 1026.2(a)(3) today and are relying on Acra Lending to issue the Loan Estimate form, any revised Loan Estimate forms, and the Closing Disclosure as consistent with 12 CFR 1026.19; and (B) are assigning any & all submitted borrower authorizations to Acra Lending.



Rent Roll - Multifamily

(For Mixed Use, please use Commercial Rent Roll)

PLEASE COMPLETE ALL COLUMNS AND SECTIONS

Rent Roll as of: (required)

| PROPERTY ADDRESS | | | | CITY | | STATE | ZIP CODE | |
|--|--------------|-------------------|-------------------|---|--------------------------------------|---------------------------------|-------------------------|-----------------|
| | | | | | | | | |
| TOTAL NUMBER OF UNITS | | # OF VACANT UNITS | | # OF FURNISHED UNITS | # OF UNFURNISHED UNITS | # OF SECTION 8 UNITS | | |
| | | | | | | | | |
| APT # | TENANTS NAME | BDR / BATH | SQ. FEET (approx) | CURRENT RENT PER MO. | ORIGINAL OCCUPANCY DATE (MM/DD/YYYY) | CURRENT LEASE EXPIRATION OR MTM | DATE LAST RENT INCREASE | SECTION 8 (Y/N) |
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| MONTHLY RENT SCHEDULE: | | | | *Use additional sheets if necessary. <u>ALL COLUMNS AND SECTIONS MUST BE COMPLETED</u> What utilities are included in rent? <input type="checkbox"/> Electricity <input type="checkbox"/> Cable TV <input type="checkbox"/> Gas <input type="checkbox"/> Garbage <input type="checkbox"/> Water <input type="checkbox"/> Heat Is the property subject to rent control? <input type="checkbox"/> Yes <input type="checkbox"/> No Security Deposits? <input type="checkbox"/> Yes <input type="checkbox"/> No Pet Deposits? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| MONTHLY LAUNDRY INCOME: (Must show on Income/Expense) | | | | | | | | |
| MONTHLY GARAGE INCOME: (Must show on Income/Expense) | | | | | | | | |
| OTHER INCOME: | | | | | | | | |
| TOTAL GROSS MONTHLY INCOME: | | | | | | | | |

I (we) certify under penalty of perjury that the foregoing information herein is true and accurate.

Signature

Date



Property Operating Statement

| PROPERTY ADDRESS | CITY | STATE | ZIP CODE |
|------------------|------|-------|----------|
| | | | |

| ANNUAL INCOME | 2ND YEAR PRIOR | PRIOR YEAR | CURRENT YEAR | MOS. |
|-------------------------|----------------|------------|--------------|------|
| Rental Income Collected | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Income Collected | | | | |

| ANNUAL EXPENSES | 2ND YEAR PRIOR | PRIOR YEAR | CURRENT YEAR | MOS. |
|--|----------------|------------|--------------|------|
| <i>Do not include one time capital expense items</i> | | | | |
| Real Estate Taxes | | | | |
| Insurance | | | | |
| UTILITIES | | | | |
| Gas | | | | |
| Electricity | | | | |
| Water/Sewer | | | | |
| Trash | | | | |
| MAINTENANCE | | | | |
| Pest Control | | | | |
| Gardener | | | | |
| Pool Service | | | | |
| Elevator | | | | |
| Cleaning Service | | | | |
| Building Rep. & Maint. | | | | |
| Painting & Decorating | | | | |
| Supplies | | | | |
| ADMINISTRATION | | | | |
| Administrative | | | | |
| Advertising | | | | |
| Telephone | | | | |
| MISCELLANEOUS | | | | |
| Resident Manager | | | | |
| Security | | | | |
| Off-Site Management | | | | |
| Other | | | | |
| TOTAL EXPENSES | | | | |
| NET OPERATING INCOME | | | | |

| COMMENTS OR EXPLANATIONS | COMPLETED BY |
|--------------------------|--------------|
| | |