



# OFFICE PURCHASE AND REFINANCE QUESTIONNAIRE

APPLICANT'S INFORMATION				LOAN REQUEST INFORMATION			
Applicant's Name:				Amount Requested:			
Address:				Term:		Amortization:	
Phone :		Fax:		Interest Rate:		Cash Down:	
Email:				Current Value of Property:			
Contact Name:				Use of Funds:			
Type of Ownership/Company:				Reason for Financing:			
Is this the sole asset of the borrowing entity?		Yes <input type="checkbox"/> No <input type="checkbox"/>					
Net Worth:		Liquidity:					
Number of Buildings currently owned:							
PROPERTY INFORMATION							
Property Name and Address:							
Type of Property:						# of Units	
# of Months Owned:						Year Built:	
Current Occupancy:						Est. of Value:	
Occupancy for: YTD 2007:		YTD 2008:				YTD 2009:	
Original Purchase Price:				Cash Invested Since Purchase:			
Current Balance of Existing Debt:				Balance of 2nd & 3rd Mortgages:			
Current Lender				Gross Sq. Ft & Total Land Area:			
Current Interest Rate:				Current Payment:			
Current Loan Maturity Date:				Current Amortization:			
Select all that apply:		<input type="checkbox"/> Master-Metered		<input type="checkbox"/> Sub-Metered		<input type="checkbox"/> Ground Lease	
		<input type="checkbox"/> Anchored		<input type="checkbox"/> National Tenants		<input type="checkbox"/> Local Tenants	
Name of Largest Tenant:				Years Remaining on Lease			
Prior Years of Gross Sales:				Sq. Footage Occupied:			
Average Market Rents/Sq. Foot:				Number of Parking Spaces:			
Estimated Market Occupancy:				Estimated Market Expense/Sq. ft.:			
TO SUBMIT YOUR REQUEST				FOR A PRELIMINARY REVIEW, PLEASE SEND THE FOLLOWING ITEMS			
Please type the answers to the requested information and submit this Questionnaire via email at: <a href="mailto:processing@1stamcapital.com">processing@1stamcapital.com</a>				<input type="checkbox"/> Brief Property Description			
				<input type="checkbox"/> Property Location Maps and Site Maps			
Please also forward the requested documents on the checklist provided via email to: <a href="mailto:processing@1stamcapital.com">processing@1stamcapital.com</a>				<input type="checkbox"/> Color Photographs, in and around the Property			
				<input type="checkbox"/> Current Rent Roll showing Square Footage, Tenant Names, Lease Amounts, CAM's Percentage Rents, Beginning and Expiration date of the leases and any comments if necessary			
Name of Person Submitting Request:				<input type="checkbox"/> Three most recent and YTD certified annual operating statements			
Phone # of Person Submitting Request:				<input type="checkbox"/> Resume of Owner(s), Applicant(s) and Management			
Email of Person Submitting Request:				<input type="checkbox"/> Recent Financial Statement of Owner(s), Tenants, General Partner(s), Applicant(s)			
				<input type="checkbox"/> Purchase Agreement (if applicable)			