

**CONDO DEVELOPMENT CHECKLIST**

- CONDO DEVELOPMENT QUESTIONNAIRE
- CONSTRUCTION BUDGET WITH HARD AND SOFT COSTS
- RENTAL ANALYSIS OF PROPERTY (BASED ON ESTIMATED RENTAL VALUE OF COMPLETED PROJECT)
- COMPARABLE SALES INFORMATION FOR PROPERTY
- LAST TWO (2) YEARS' BORROWING ENTITY TAX RETURNS (IF APPLICABLE)
- BORROWING ENTITY DOCUMENTS (IF APPLICABLE)
- CREDIT AUTHORIZATION FORM (FOR ALL PRINCIPALS)
- BACKGROUND/BIO ON EACH PARTNER EMPHASIZING DEVELOPMENT/ CONSTRUCTION/REAL ESTATE EXPERIENCE AND RECENT PROJECTS COMPLETED
- BACKGROUND/BIO AND RECENT PROJECTS COMPLETED FOR ARCHITECT, CONTRACTOR AND CONSTRUCTION MANAGER (IF APPLICABLE)
- CURRENT PERSONAL FINANCIAL STATEMENT (FOR ALL PRINCIPALS)
- CURRENT SCHEDULE OF REAL ESTATE OWNED (FOR ALL PRINCIPALS)
- LAST TWO (2) YEARS' PERSONAL TAX RETURNS (FOR ALL PRINCIPALS)
- PROPERTY PHOTOS
- DETAILED DESCRIPTION OF PRORERTY (INCLUDING NUMBER OF UNITS, SQUARE FOOTAGE AND TYPE OF CONSTRUCTION)
- COPY OF CONTACT BETWEEN DEVELOPER AND GENERAL CONTRACTOR
- EVIDENCE THAT PARTNERS CONTROL ANY DEVELOPMENT RIGHTS NECESSARY TO EXECUTE PLANS
- TIMELINE SHOWING KEY POINTS FROM START OF PROJECT TO COMPLETION
- COPY OF APPROVED BUIDLING PLANS
- COPY OF FULLY EXECUTED SALES CONTRACT (IF APPLICABLE)
- COPY OF DEED
- COPY OF ZONING ANALYSIS