

# SUMMIT FINANCIAL AND INVESTMENT GROUP, LLC

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*Business Consultants - Financing - Packaging - Risk Analysis*

## DOCUMENTATION REQUIRED PRIOR TO ISSUING CONSTRUCTION LOAN LETTER OF INTEREST OR LOAN APPLICATION

The following documents are required to be submitted to SFIG for processing prior to the issuance of an Application:

### **A. PROJECT DESCRIPTION**

- \_\_\_\_\_ 1. Brief written history of property ownership including acquisition dates and purchase price, with emphasis on strong points of property or surrounding developments.
- \_\_\_\_\_ 2. Color rendering of proposed development (if available).
- \_\_\_\_\_ 3. Sample floor plans, with the rooms labeled, and exterior dimension only.
- \_\_\_\_\_ 4. Unit breakdown: type, size, number, price, for entire development and per phase if phased development.
- \_\_\_\_\_ 5. Site utilization showing basic "foot print" of development.
- \_\_\_\_\_ 6. Area map showing location of property.
- \_\_\_\_\_ 7. Reduced architectural plans (11"x 17" or smaller) of representative site plan, elevation and floor plans.

### **B. ECONOMICS**

- \_\_\_\_\_ 1. Development budget itemized by major cost categories for entire development and by phase if phased project.
- \_\_\_\_\_ 2. Copies of signed letters of intent to lease or copies of signed pre-sale deposits (if any).
- \_\_\_\_\_ 3. Itemized breakdown of cash equity invested in project to date and including those additional amounts of equity to be invested prior to or at loan funding.
- \_\_\_\_\_ 4. Projected proforma income and expense budget at stabilized occupancy and cash flow (for rental properties only).
- \_\_\_\_\_ 5. Information on all existing property indebtedness including any amounts to be subordinated and terms thereof.

### **C. BORROWER**

- \_\_\_\_\_ 1. Current financial statements of Borrower and Guarantor.
- \_\_\_\_\_ 2. Resume on principal officers of Borrower.

### **D. ARCHITECT**

- \_\_\_\_\_ 1. Resumes and/or Brochure.

### **E. MARKETING**

- \_\_\_\_\_ 1. Outline of marketing program, with projected absorption and price schedule (for subdivisions, etc., not for income producing or rental properties).

### **F. GOVERNMENT APPROVALS**

- \_\_\_\_\_ 1. Zoning requirements and evidence this project is conforming.
- \_\_\_\_\_ 2. Status and timing of state and local government approvals required for construction of the project.