

# Capital Source — Acquisition Financing Checklist

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Use this checklist to gather documents before submitting to a lender. Status: To Do / In Progress / Done.

- **Rent Roll (Current)**  
Unit-by-unit or tenant schedule with rents, lease terms, deposits, concessions.
- **Trailing 12 Months P&L (T-12)**  
Month-by-month income & operating expenses; highlight any one-time items.
- **Purchase Agreement / LOI**  
Executed purchase contract or letter of intent with key terms and timelines.
- **Pro Forma (Year 1)**  
Projected NOI; include vacancy allowance, management fee, taxes & insurance assumptions.
- **Appraisal or BOV (if available)**  
Recent appraisal, broker opinion of value, or comps supporting purchase price.
- **Property Taxes & Insurance**  
Most recent tax bill and insurance quotes/binder; note expected changes post-sale.
- **Operating Statements (Prior Year)**  
At least one full prior fiscal year if available; reconciled to T-12.
- **CapEx Plan / Budget**  
Scope of work, timing, and budget; indicate how capex is funded.
- **Environmental / Zoning Docs**  
Phase I ESA (if available), zoning compliance, certificates of occupancy.
- **Borrower Resume & Track Record**  
Sponsor experience, prior deals, references; include REO schedule if applicable.
- **Entity Docs & KYC**  
LLC/LP docs, EIN, beneficial ownership, IDs as required.
- **Liquidity & Net Worth Evidence**  
Bank/brokerage statements; demonstrate post-close liquidity and net-worth tests.
- **DSCR Calculation**  
Use the DSCR tool to estimate DSCR at target terms; attach output/screenshot.
- **Debt Terms (Requested)**  
Requested loan amount, rate, amortization, interest-only period (if any), prepay.
- **Third-Party Reports (Planned)**  
Appraisal, environmental, PCA timelines and providers.

*This checklist is provided for educational purposes only and is not a commitment to lend.*