|  |  |
| --- | --- |
| Portfolio Name | Enter Portfolio Name |
| Lender | Enter Lender  |
| Producer | Enter Producer Name |
| Exclusivity | Confirm Exclusivity |
| Brokerage Firm | Enter Brokerage/Broker |

**SBL PORTFOLIO request**

### **transaction summary**

|  |  |  |  |
| --- | --- | --- | --- |
| Portfolio Name | Enter Name | Purpose | Enter Acquisition/Refinance |
| Properties | Enter # of Properties | **Requested Loan Amount** | Enter Total Loan Amount |
| Loans | Enter # of Loans | **Loan Term** | Enter Loan Term |
| Market | Enter City, State | **I/O Term** | Enter # of Years |
| Market Tier | Enter Market Tier | **Weighted Avg. DCR** | Enter DCR |
| Total Units | Enter # of Units | **Weighted Avg. LTV** | Enter LTV |
| Uncapped % | Enter Uncapped % | **Prepayment** | Enter Prepayment Option |
| VLI % | Enter VLI % | **Cash Out** | Enter Cash Out, if applicable |

**Transaction Summary Narrative**

* Discuss the following items at a minimum:
	+ If a refinance, discuss the following:
		- Previous lenders
		- If refinance of existing Freddie Mac loans, include loan numbers
		- Discuss the cash out and use of proceeds
		- Discuss acquisition dates/length of ownership
		- Discuss recent capital improvements
	+ Discuss any commercial component or concentration
	+ If applicable: discuss rent regulation/restrictions, abatements, regulatory agreements, unusual easements, etc.
	+ Discuss the anticipated timeline and any hard-closing dates
	+ Any other pertinent transaction specific items

### **Exceptions requested**

|  |  |
| --- | --- |
| **Credit Exception** | Enter Credit Exception |
| **Discussion of Exception Request:** Enter Discussion of Credit Exception |

[**FOR ADDITIONAL CREDIT EXCEPTION, ADD A NEW CREDIT EXCEPTION CHART**]

### **BORROWER AND sponsorship**

**Borrower/Sponsorship Narrative**

* Discuss the sponsors behind the transaction
* Discuss experience
* Discuss ownership structure, proposed changes to the ownership structure, etc.
* Include an organizational chart if available

|  |
| --- |
| [Enter Sponsor Name] |
| Sponsor Name | Enter Sponsor Name | **Net Worth** | Enter Net Worth |
| % Ownership | Enter % | **Liquidity** | Enter Liquidity |
| Role | Manager/Member | **Searches Conducted** | Yes/No |
| Guarantor | Yes/No | **Types of Searches** | Discuss Searches Conducted |
| Borrower Principal | Yes/No | **Material Derogatory Credit History** | Yes/No - discuss below |
| FICO Score | Enter FICO Score | **Web Search Hits** | Yes/No - discuss below |

**Sponsor Narrative**

[**FOR ADDITIONAL SPONSOR, ADD A NEW SPONSOR CHART AND NARRATIVE**]

### **property management**

|  |  |
| --- | --- |
| Management Company | Enter Company Name |
| Units Under Management | # Units Managed |
| Units in Subject Market | # Units Managed in Subject Market |
| Management Type | Borrower-Affiliated, 3rd Party, Self |
| Office Location | Enter City, State |
| Company Formation | Enter Year |

**Property Management Narrative**

* Enter property management summary
* Discuss principals/control of the management company
* If a refinance, describe how the property manager handles the management of the subject portfolio, number of employees assigned, etc.
* If an acquisition, describe how the property manager will handle the management of the subject portfolio, number of employees assigned, etc.

### **sources and uses**

|  |  |
| --- | --- |
| **Sources** | **Uses** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Sources:** |  | **Total Uses:** |  |
|  |  | *Cash To/From Borrower:* |  |

**Sources and Uses Narrative**

* If the information is available, complete the above table
* If loan is a refinance, provide cash out details
* Discuss any pertinent data points related to the sources and uses of funds

### **strengths and weaknesses**

|  |  |
| --- | --- |
| **Strength** | Enter Strength |
| **Discussion** | Enter Strength Narrative |

[**FOR ADDITIONAL STRENGTH, ADD A NEW STRENGTH CHART**]

|  |  |
| --- | --- |
| **Weakness** | Enter Weakness |
| **Discussion** | Enter Weakness Narrative |
| **Mitigant** | Enter Weakness Mitigant |

[**FOR ADDITIONAL WEAKNESS, ADD A NEW STRENGTH CHART**]

### **market overview**

|  |
| --- |
| Market Overview |
| Market | Enter Market | **Source** | Enter Source |
| Date | Enter Source Date | **Unemployment** | Enter % |
| Asking Rent (current quarter) | Enter $ | **Asking Rent (previous quarter)** | Enter $ |
| Vacancy (current quarter) | Enter % | **Vacancy (previous quarter** | Enter % |
| Population | Enter # | **Estimated Population** | Enter Estimated # |
| Population Year | Enter Year | **Estimated Population Year** | Enter Estimated Year |

**Market Narrative**

* Enter market fundamentals and summary
* Provide largest employer information

|  |
| --- |
| Submarket Overview |
| Submarket | Enter Submarket | **Source** | Enter Source | **Date** | Enter Source Date |
| Asking Rent (current quarter) | Enter $ | **Asking Rent (previous quarter)** | Enter $ | **% Change** | Enter % |
| Vacancy (current quarter) | Enter % | **Vacancy (previous quarter)** | Enter % | **% Change** | Enter % |
| Source Submarket Rents | **Portfolio In-Place Rents** | **Rent Roll Date** | Enter Date |
| Studio | Enter $ | **Studio** | Enter $ |  |  |
| 1BR | Enter $ | **1BR** | Enter $ |  |  |
| 2BR | Enter $ | **2BR** | Enter $ |  |  |
| 3BR | Enter $ | **3BR** | Enter $ |  |  |

**Submarket Narrative**

### **pricing request**

**Pricing Request Narrative**

* Discuss the pricing request as outlined in the roll-up

### **competition**

**Competition Narrative**

* Provide an in-depth summary of the competition and include terms

### **portfolio approvals**

|  |  |
| --- | --- |
| **Approved Items:** |  |
| **Approval Authority:** |  |
| **Date:** |  |
| **Conditions:** |  |