Multi-Family

1. Completed Loan Application (Form Included)
2. Two years Personal Tax Returns
3. Borrower Personal Financial Statement (Form Included)
4. Owner/Management Resume (Form Included)
5. Collateral Questionnaire (Form Included)
6. Purchase Agreement or Letter of Intent
7. Property Rent Roll (Form Included)
8. Last two years and YTD property operating statements including tax returns and/or Schedule Cs
9. Six months trailing operating statements (month by month)
10. Capital improvements made within the past three years
11. Explanation of large increase/decrease in income, per year
12. Color pictures of subject property
13. Authorization to run Credit Inquiry (Form Included)

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FIRST NATIONAL BANK *of Santa Fe*

Section 1—General Information

Business Name (applicant) _____

Mailing Address:(Street) _____

(City) _____ (State) _____ (Zip) _____

Physical Address (Street) _____

(City) _____ (State) _____ (Zip) _____

DBA Name, if applicable _____

Date Established _____ Tax ID or SSN _____

No. of Employees _____ Phone # _____ E-Mail _____

Organization Type:

- ❑ Sole Proprietor
- ❑ Partnership
- ❑ Limited Liability Corp
- ❑ Corporation
- ❑ S Corporation
- ❑ Other

Describe your business. Products and services _____

_____

Current Banking Relationship _____

Accountant Name: _____ Phone # _____

Attorney Name: _____ Phone # _____

Insurance Agent: _____ Phone # _____

Section II—Loan Request

Purpose of the Loan and anticipated amount—*more than one category may apply*

- ❑ Business Acquisition $ _____
- ❑ Business Expansion $ _____
- ❑ Commercial Real Estate Purchase $ _____
- ❑ Construction $ _____
- ❑ Equipment Purchase $ _____
- ❑ Working Capital $ _____
- ❑ Commercial Real Estate Refinance $ _____
- ❑ T.I Construction $ _____
- ❑ Other $ _____

Total Loan Amount $ _____

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If paying off another financial institution list amount and creditor

Creditor_____Amount$_____

Creditor_____Amount$_____

Creditor_____Amount$_____

Section III-Ownership & Guarantors

Ownership of Applicant Business List all Principals, guarantors, owners and co-owners by title

Full Legal Name (First/Middle/Last)	Title	Social Security Number	Date of Birth	% of Ownership

Declarations of any and all Principal Owners, Offices, Directors (If yes, furnish details on a separate page)

1. Are any involved in any claim or Lawsuit? ❑ Yes ❑ No
2. Are any federal, state of local taxes delinquent? ❑ Yes ❑ No
3. Are any liable under contingency or guarantor agreements? ❑ Yes ❑ No
4. Have any ever been involved in bankruptcy or insolvency proceedings? ❑ Yes ❑ No
5. Do you have any outstanding judgments? ❑ Yes ❑ No
6. Have any ever had property foreclosed upon or given title in lieu of foreclosure? ❑ Yes ❑ No
7. Are any payments delinquent for child support? ❑ Yes ❑ No
8. Do you or any owner of this business have interest in any other business as an owner, principal or manager? ❑ Yes ❑ No
9. Does any involved have any related government debt? ❑ Yes ❑ No
10. Has any involved ever been convicted of a felony? ❑ Yes ❑ No

As an authorized representative of the Applicant, each individual certifies that all information provided herein and in any supporting documentation with this application is true and correct. The undersigned acknowledge(s) and agree(s) that FNBSF, it's agents, successors and assigns, may check credit and trade references in reviewing this application and disclose information about it's credit experience with the Applicant to third parties. The undersigned further acknowledge(s) and agree(s) FNBSF may also inquire as to and obtain credit reports on the herein named Applicant(s), owner(s), guarantor(s) and other principals. All principals with 20% or more ownership and/or guarantors must sign below.

Signature_____Title_____Date_____

Signature_____Title_____Date_____

Signature_____Title_____Date_____

Signature_____Title_____Date_____

FIRST NATIONAL BANK of Santa Fe

Borrower Personal Financial Statement

Financial Statement of:_____
(please print Full Name)

Date of Valuations:_____

List all amounts in whole dollars, omitting cents. Please attach a separate sheet if you need more space to complete a schedule.

ASSETS	AMOUNT	LIABILITIES PAYABLE WITHIN ONE YEAR:	AMOUNT
Cash (Schedule 1)			
Accounts Receivable Within One Year		Accounts Payable	
Collectible Note and Mortgage Installments Due Within one Year (Schedule 2)		Installment Contracts and Notes Payable to Banks (Schedule 6)	
Marketable Securities and Investments (Schedule 3)		Notes Payable to Others	
		Income Tax Payable	
Cash Value of Life Insurance (Schedule 4)		Other Taxes Payable	
Other:		Real Estate Mortgages (Schedule 5)	
		Real Estate leases	
		Other:	
TOTAL CURRENT ASSETS		TOTAL CURRENT LIABILITIES PAYABLE AFTER ONE YEAR:	
IRA, 401(k) Plans		Installment Contracts and Notes Payable to Banks (Schedule 6)	
Other Notes, Mortgages and Trust Deeds Owned (Schedule 2)		Notes Payable to Others	
Real Estate Owned (Schedule 5)		Real Estate Mortgages (Schedule 5)	
Partnership Capital Account		Real Estate leases	
Other:		Loans on Life Insurance (Schedule 4)	
		Other:	
		TOTAL LIABILITIES	
		NET WORTH	
TOTAL <		TOTAL <	

ANNUAL INCOME		ANNUAL EXPENDITURES		CONTINGENT LIABILITIES	
Employee Income		Property Taxes/Assessments		As Endorser	
		Income and Other Taxes		As Guarantor	
Dividends		Mortgage Payments and Interest		On Damage Claims	
Interest		Other Contract Payments		For Taxes	
Rentals		Lease Payments		Other:	
Alimony, child support or separate maintenance (you need not show this income unless you wish to consider it).		Insurance			
		Living Expense			
		Alimony, child support			
		Other:			
				Check here if None	
Other:					
TOTAL INCOME <		TOTAL EXPENDITURES <		TOTAL CONTINGENT LIABILITIES >	

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FIRST NATIONAL BANK of Santa Fe

Borrower Personal Financial Statement

For verification purposes, please provide:

Employer's Name: _____

Address: _____

Contact: _____

Telephone No.: _____

SCHEDULE 1 Cash *(Bank Accounts)*

Name and Address of Bank or Savings Institution	Account No.	S*	C*	Account Balance On Above Date

*S = Savings *C = Checking

SCHEDULE 2 Notes, Mortgages, and Trust Deeds Owned

Name of Debtor	Month & Year Acquired	Cost	Total Amt Due	Maturity Date	Payment Terms	Description of Security
					$ per	
					$ per	
					$ per	
					$ per	
	TOTAL <					

SCHEDULE 3 Securities Owned

No. of Shares or Bond Amount	Description (Name of Company or Fund and Exchange Symbol)	Title in Name of	For Unlisted Securities		Yearly Income	Present Market Value	% Owned **
			Date Acquired	Cost			
				TOTAL <			

**FOR UNLISTED SECURITIES: If percent of ownership exceeds 20% of the company, please furnish a financial statement of the company.

SCHEDULE 4 Life Insurance

Insured	Face Amount of Policy	Insurance Company	Beneficiary	Cash Value	Loans
			TOTAL <		

SCHEDULE 5 Real Estate Owned (See Financial Statement Addendum)

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Borrower Personal Financial Statement

SCHEDULE 6 Installment Contracts and Notes Payable

To Whom Payable, Address, and Account Number	How Payable	Interest Rate	Maturity Date	Present Balance
	$ per			
	$ per			
	$ per			
			TOTAL <	

SCHEDULE 7 Prepared Financial Statement

If you wish to supply previously prepared financial statements rather than complete those portions of this form which are covered on the financial statement, Applicant may do so as long as (1) the information on the financial statement is not more that 90 days form date of the application; and (2) the separately prepared financial statements are **signed** and **dated**. Applicant should also list statement here and attest to each herein below.

Description of Financial Statement	No. of Months Covered	Date Period Ends or As of Date

SCHEDULE 8 Questions

Please complete the following questions:		
Are you or any immediate family members an insider?	❑ Yes	❑ No
Have you ever become the subject, voluntarily or involuntarily, of any bankruptcy, insolvency or reorganization proceedings?	❑ Yes	❑ No
Are there any suits, judgments or executions of attachments pending against you?	❑ Yes	❑ No
Have you had property which was the subject of receivership proceedings or which was foreclosed upon or which was transferred by deed in lieu of foreclosure?	❑ Yes	❑ No
Have you failed in business or compromised debts with creditors, including, without limitation, deferral of payments, loan workouts or restructures?	❑ Yes	❑ No

Applicant hereby declares under **PENALTY OF PERJURY** that all information contained in this Financial Statement and all information set forth in the financial statements described in Schedule 7 is true and correct as of the date of Applicant's signature and that all information was prepared prior to and is submitted for the purpose of obtaining a loan.

Signature and Date	Signature and Date
Print Name	Print Name
Social Security Number or Taxpayer Identification Number	Social Security Number or Taxpayer Identification Number
Street Address(No P.O. Box)	Street Address(No P.O. Box)
City/State/Zip Code	City/State/Zip Code

FIRST NATIONAL BANK of Santa Fe

LOAN SUBMISSION FORM | SMALL BUSINESS & PROJECT FINANCE GROUP

Schedule 5

Borrower Statement of Real Estate Owned

This schedule of other real estate owned is to be attached to and made a part of my Loan Application and Financial Statement dated_____ ,for property located at_____

							Cash Flow (based on current monthly actual income and debt service and most recent fiscal year expenses)						
Property Address: Street, City, State, Zip Code	(1)	N.R.A. Sq Ft or Number of Units	Lender Lender Address Contact Name & Phone	% Owned	Loan Number	Market Value Original Cost	Maturity Date Balance 1st Mortgage Interest Rate	Maturity Date Balance 2nd Mortgage Interest Rate	(1) Annual Rental Income	(2) Annual Taxes & Insurance	(3) All Other Annual Operating Expenses	(4) Annual Debt Service (Excluding Impound)	Cash Flow Column (1) less Col's 2, 3 & 4

Applicants Signature_____Date_____

(1)=Property Type code, Use: M=Multi-Family W=Warehouse R= Retail O= Office R & D= R & D Facility I= Industrial A= Automotive OTR= Other

Page_____of_____

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FIRST NATIONAL BANK of Santa Fe

Owner/Management Resume

(Please copy if additional forms are required)

Please fill in all spaces. Use full first, middle, last and maiden names, no Initials. If an item is not applicable, please indicate so. You may include additional relevant information on a separate exhibit. Sign and date where indicated.

Name_____ _____ _____ _____SS#_____
First Middle Maiden Last

Date of Birth_____ Place of Birth_____

Residence Phone_____ Business Phone_____ Fax_____

Residence Address_____ _____ _____ _____
Street City State Zip

Previous Address_____ _____ _____ _____
Street City State Zip

Lived there from_____ _____
Month and Year Month and Year

Spouse's Name_____ _____ _____ _____SS#_____
First Middle Maiden Last

Are you a U.S. Citizen? ❑ Yes ❑ No If no, give Alien Registration Number_____

Have you ever been charged with or convicted of any criminal offense other than misdemeanor involving a motor vehicle violation? ❑ Yes ❑ No If yes, furnish details in a separate exhibit.

Have you ever obtained credit under any other name(s)? ❑ Yes ❑ No If Yes, furnish detail in separate exhibit.

Education:

College or Technical Training: Name and Location	Dates Attended From/To	Major	Degree or Certificate

Work Experience: (List Chronologically, beginning with present employment)

Company Name/Location_____
From_____ To_____ Title_____
Duties_____
Company Name/Location_____
From_____ To_____ Title_____
Duties_____
Company Name/Location_____
From_____ To_____ Title_____
Duties_____

Signature_____ Date_____

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FIRST NATIONAL BANK of Santa Fe

Borrower Collateral Questionnaire

(Please copy if additional forms are required)

PropertyAddress:_____

Date:_____ This Document Prepared By:_____

Preparer's Relationship to Transaction:_____

Prepared For and on Behalf of:_____as lead applicant

The purpose of this Questionnaire is to provide additional factual information regarding physical attributes, occupancy agreements and operational characteristics of the property for use in the appraisal and underwriting processes. The primary elements supported with the profile include:

A. Qualification of the asset for a match to specified loan program standards;
B. The Identification of "realty business" characteristics introduced into the operating plan for the apartment property;
C. Identification of elements that intensify the management requirements and costs or expand operational efforts and expenditures required or anticipated by the: (1) use, (2) velocity of tenant turnover, (3) building & project design; and
D. Capitalization Rate (Risk) Analysis.

Section 1-Physical Quantification/Building & Land

❑ Yes ❑ No 1A. Does the property contain less than 5 apartment units?
If yes, please describe:

_____

❑ Yes ❑ No 1B. Does the property have multiple building structures within the project that contain less than 4 dwelling units per building?
If yes, please describe:

_____

❑ Yes ❑ No 1C. Does the property have occupancy space that does not fit the definition of (1) an apartment unit (self contained unit with at least kitchen, bath and living/sleeping room) or (2) qualify as a self contained commercial unit such as a store or office?
If yes, please describe:

_____

❑ Yes ❑ No 1D. Does the property show evidence of having been converted from its initial intended and permitted use—such as from a house or from a motel?
If yes, please describe:

_____

❑ Yes ❑ No 1E. Does the property include land parcels that do not share a common lot line (that are not contiguous)?
If yes, please describe:

_____

Section 2-Physical Quantification/Building Detail

❑ Yes ❑ No 2A. Does the property have less on-site parking than one space per apartment unit?
If yes, please describe:

_____

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Borrower Collateral Questionnaire

❑ Yes ❑ No 2B. Does the property operate with non-public water supply (well) and/or non-public sanitary effluent disposal system(septic)?

If yes, please describe:

❑ Yes ❑ No 2C. Does the property contain studio or efficiency units totaling more than 25% of the total number of units?

If yes, please describe:

❑ Yes ❑ No 2D. Does the property have units heated by space heaters?

If yes, please describe:

❑ Yes ❑ No 2E. Does the property have aluminum branch wiring service within the wiring of the apartment unit itself?

If yes, please describe:

Section 3-External Public/Legal Issues

❑ Yes ❑ No 3A. Does the property have subsidized rental occupancy?

If yes, please describe:

Section 4-Occupancy Questions

❑ Yes ❑ No 4A. Does the property exhibit shared cost or "doubling-up" occupancy arrangements (i.e.—where apartments contain more than two roommates per bedroom)?

If yes, please describe:

❑ Yes ❑ No 4B. Does the property operate as furnished housing (furniture provided by the landlord)?

If yes, please describe:

❑ Yes ❑ No 4C. Does the property operate as housing for college students by design or operating plan?

If yes, please describe and what percentage are students

Section 5-Leasing/Operational Issues

❑ Yes ❑ No 5A. Has the property in the past 12 months offered: 1) net pay leasing arrangements, 2) rent concessions, or 3) other rent abatement techniques?

If yes, please describe:

❑ Yes ❑ No 5B. Does the property offer month to month lease agreements at point of original occupancy?

If yes, please describe:

❑ Yes ❑ No 5C. Does the property operate with "No Security Deposit" policy in place or waive security deposit requirements for more than occasional situations?

If yes, please describe:

Borrower Collateral Questionnaire

❑ Yes ❑ No 5D. Is the property master metered whereby the electricity and/or phone utility is not billed to the tenants directly by the respective public utility company?

If yes, please describe:

❑ Yes ❑ No 5E. Does the property have any master leased elements or utilize this leasing technique? (Bills Paid)

If yes, please describe:

Section 6-Management Qualifiers

❑ Yes ❑ No 6A. Will the borrower manage the project?

If yes, please describe the management experience:

❑ Yes ❑ No 6B. Will the project be managed by a professional management organization?

If yes, please describe the name & experience of the organization:

❑ Yes ❑ No 6C. Will the borrower be a distant absentee owner? (Over 4 hours away by auto travel)

If yes, please describe:

❑ Yes ❑ No 6D. Is the property leasing agent someone other than the property manager?

If yes, please describe:

❑ Yes ❑ No 6E. Does the borrower occupy or intend to occupy an apartment in the property?

If yes, please describe:

❑ Yes ❑ No 6F. Is a standard lease form used as part of the projects leasing program?

If yes, please provide a copy of the current occupancy agreement being used to the appraiser.

❑ Yes ❑ No 6G. Do existing tenant application forms contain employment information, social security number and bank account relationship?

If yes, where can the application and tenant files be reviewed?

Note: In addition to this series of questions on management, the borrower is required to complete Section 7—Borrower Property Management Plan.

Section 7-Borrower Property Management Plan

❑ Yes ❑ No 7A. Who will manage the property? (Company & contact name, address & phone #)

❑ Yes ❑ No 7B. What are the property manager's qualifications? (include # of buildings & units under management & how long in business)

❑ Yes ❑ No 7C. Who will handle the marketing & leasing of the property?

Borrower Collateral Questionnaire

7D. What are the parameters of the leasing program?

Tenant Application Form: (Attach copy)

_____

Process for verifying prior residency, credit & qualifying the tenant:

_____

Rejection notice procedures:

_____

Household size/Unit size occupancy limitations:

_____

Lease term policy:

_____

Security Deposit policy:

_____

Payment dates & cycles:

_____

Late pay fees policy:

_____

Lease form (Please attach copy)

_____

Eviction policy:

_____

_____

Lead Applicant Name	Signature	Date

FIRST NATIONAL BANK of Santa Fe

LOAN SUBMISSION FORM | SMALL BUSINESS & PROJECT FINANCE GROUP

Property Rent Roll

CURRENT RENT ROLL INFORMATION **LOAN #**

Project Name/Address/ID: Borrower:

Date: Prepared by: Page of

				Current Lease Analysis							Asking Base Rent For Any Vacant Unit	Concessions? Prompt Pay Discount? or in term Escalation Clause		
Seq #	Unit/ Apt Number	Address Tenant Name	Lease Occpcy Status	Months Continuous Occupancy	Security Deposit	Lease Start Date	Lease Exp Date	Apt Unit Base Rent $/Mo.	Linked Rental Car Storage			Yes	No	If Yes-Comments
									SP#	Addnl Rent				
Lease Occupancy Status: A-Annual, M-Monthly, S-Semi Monthly					(Total Sec. Deposit)			(Current Rent Roll)						

Signature_____Date_____

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Authorization to Release Information:

I/We hereby authorize First National Bank of Santa Fe, hereinafter to as "Lender" to verify any past and present employment earnings records, stock holdings, and any other asset balances needed to process my loan application. I further authorize Lender to order a consumer credit report and verify other credit information including past and present mortgage and landlord references. It is understood that a photocopy of this form will also serve as authorization.

The information obtained is only to be used in the processing of my application for a commercial loan or for a mortgage loan.

1/We authorize you to provide to Lender and to any investor to whom Lender may sell my mortgage, any and all information and documentation that they may request. Such information includes, but is not limited to, employment history and income; bank, money market, and similar account balances; credit history; and copies of income tax returns.

Lender or any investor who purchases the loan may address this authorization to any party named in the loan application.

Privacy Act Notice:

The information to be obtained will be used by the lender and any federal insuring, guaranteeing or purchasing the mortgage to determine whether you qualify as a prospective borrower under the lender's and agency's underwriting standards. The information will not be disclosed outside the lender or the federal agency without your consent except to the person or company verifying the information including but not limited to, your employer, bank, lender and any credit reference as needed to verify other credit information and as permitted by law. You do not have to give us the information, but if you do not, your mortgage application may be delayed or rejected. The information we will obtain is authorized by Title 38, U.S.C., Chapter 37 (if VA); and 12 U.S.C., Section 1701 et seq. (if HUD/FHA).

Applicant's Signature Date Applicant's Signature Date

RESPA Disclosure to Loan Application on Assignment, Sale or Transfer of Loan Servicing:

The servicing of the mortgage loan for which you are applying may be assigned, sold or transferred to any other mortgage servicer at any time while your loan is outstanding. Approximately 75 to 100 percent of the loan servicing for loans originated by the lender were placed during the last calendar year.

Check the Appropriate Box:

- ❑ The lender originating your loan does not currently engage in the servicing of any federally-related mortgage loans and there is a present intention on the part of the lender at the time of application to assign, sell or transfer the servicing of such to a mortgage servicer.
- ❑ Although the lender originating your loan does engage in the servicing of federally-related mortgage loans, the lender has a present intention at the time of the application to assign, sell, or transfer the servicing of such loan to another mortgage servicer.
- ❑ The lender originating your loan has the capacity to service your loan, but may elect to assign, sell or transfer your loan to another loan servicer. The lender presently intends to assign, sell, or transfer approximately 75 to 100 percent of the loan servicing for loans originated by the lender to another loan servicer during the next twelve months. This percentage is the best estimate available to the lender at this time.

Servicing procedures, transfer practices and requirements and complaint resolutions will be in accordance with the model disclosure statement developed by the Department of Housing and Urban Development ("HUD").

This applicant has read and understands this disclosure.

Applicant's Signature Date Applicant's Signature Date

Equal Credit Opportunity Act:

The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (providing the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derived from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580

Applicant's Signature Date Applicant's Signature Date

FIRST NATIONAL BANK of Santa Fe

FACT SHEET | Small Business & Project Finance Group

Loan Program	SBA 7(a) Owner/User	SBA 504 Owner/User	MultiFamily	NNN Retail
Use	Real Estate, Equipment, Self-Storage, Debt Refinance	Real Estate, Equipment, Self-Storage	Apartments, Mobile Home Parks, Condo Complexes	NNN Retail
Loan Amount	$250,000–$5 Million	$400,000–$12 Million	$750,000–$20 Million	$1 Million–$10 Million
Fixed Rate/ Amortization	Variable/25, 3/25	3/25, 5/25, 20/20	3/30, 5/30, 15/15	3/30, 5/30, 15/15, 20/20
Amortization	Fully Amortizing	Fully Amortizing	Fully Amortizing	Fully Amortizing
Interest Only Option	N/A	N/A	1, 2, 3 years	1, 2, 3 years
Minimum Prepayment	5-3-1	3-2-1	3-2-1	3-2-1
Max Loan to Value	90%	90%	80%	75%
Max LTV with Second	95%	90%	85%	80%
Minimum DCR	1.10%	1.10%	1.20%	1.20%

Minimum FICO Score	600	600	650	650
Rate Lock Option	None	None	45 days	45 days
Documentation Processing Time	SBA 15–45 Days	SBA 30–45 Days	FNMA 30–60 Days	Standard 30–45 Days
Assumable Loan	Yes	No	Yes	Yes
Eligible Borrowers	US Citizens, Green Card Holders			
Eligible States	New Mexico and Colorado			

Note:
Programs subject to change at any time

One Park Square | 6501 Americas Parkway NE, Suite 101 | 505-889-1900

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