PIEDMONT CAPITAL FUNDING

Multi-Family/Commercial Loan Documentation Checklist

The items listed below are items required in order to process your loan request

SUBJECT PROPERTY:

- Rent Roll (Apartments) or Lease Summary (Commercial)*
- Rental/Lease Agreements and/or Estoppels for all units
- 2007, 2008 & 2009 year-to-date income and expenses
- Evidence of Hazard Insurance (Refinance)
- Copy of property management agreement (if applicable)
- Purchase Contract (if applicable)
- Laundry Lease (if applicable)

INDIVIDUAL:

(Provide for all individuals with 20% of more ownership interest)

- Completed and Signed Personal Financial Statement*
- 2007 & 2008 Federal Tax Returns (if 2008 not filed, please provide 2006 returns and 2008 extension)
- Copy of Bank Account/Investment Statements for most recent 2 months (all pages)
- Real Estate Resume for principals
- Credit Authorization Form*
- Form 4506-T*

In addition to the above, if property is held in one of the below:

TRUST:

- Copy of Trust Agreement
- List of all assets held within the Trust

PARTNERSHIP:

- 2007 & 2008 Federal Partnership returns (if 2008 not filed, please provide 2006 returns and 2008 extension)
- Copy of Bank Account/Investment Statements for most recent 2 months (all pages)
- Fully Executed Partnership Agreement, including schedule of investors with percentage owned
- Filed LP-1 and LP-2's, if applicable (Limited)
- Filed Statement of Partnership (General)
- Tax ID number, if a newly formed entity
- List of all assets held within the Partnership

LIMITED LIABILITY COMPANY:

- 2007 & 2008 Federal Tax returns (if 2008 not filed, please provide 2006 returns and 2008 extension)
- Copy of Bank Account/Investment Statements for most recent 2 months (all pages)
- Fully Executed Operating Agreement, including schedule of investors with % owned
- Filed Articles of Incorporation (LLC-1)
- Statement of Information (LLC-12)
- Federal tax identification number

CORPORATION:

- 2007 & 2008 Federal Tax returns (if 2008 not filed, please provide 2006 returns and 2008 extension)
- Copy of Bank Account/Investment Statements for most recent 2 months (all pages)
- Articles of Incorporation & Bylaws
- Corporate Resolution to Borrow
- Certificate of Domestic Stock Corporation
- Tax ID number, if a newly formed entity

*Form can be downloaded at www.piedmontcapitalfunding.com