

Conventional Cash Program Document Checklist

Preliminary Underwriting Package Standard Delivery

(Revised 1/2009)

(Please see referenced sections in Chapter 17 of the *Multifamily Seller/Service Guide* for a full description of each item listed)

| Guide Section | Description |
|-----------------------------------|---|
| <input type="checkbox"/> 17.8(a) | Mortgage transaction narrative analysis [See Section 17.2(h)] Must include characteristics of the proposed Mortgage (including risk factors and Seller's recommendation); descriptions of the Property, the Borrower and the property manager; Property's financial analysis; evaluation of balloon risk; surrounding property uses and condition with neighboring facilities; market analysis; history of the Borrower's equity; loan history if there is an existing Mortgage; proposed sources and uses of funds; tenancy characteristics; and cash equity at risk. |
| <input type="checkbox"/> 17.8(b) | Certified rent schedule, dated within 30 days of package submission [See Section 17.2(i)] |
| <input type="checkbox"/> 17.8(c) | Certified historical property financial statements for the preceding three completed fiscal years [See Section 17.2(f)] |
| <input type="checkbox"/> 17.8(d) | Certified current fiscal year-to-date property financial statements, dated within 30 days of package submission [See Section 17.2(f)] |
| <input type="checkbox"/> 17.18(e) | Seller's pro forma property financial statements [See Section 17.2(f)] |
| <input type="checkbox"/> 17.8(f) | Photographs |
| <input type="checkbox"/> 17.8(g) | Maps |
| <input type="checkbox"/> 17.8(h) | Cooperative analysis, if applicable [See Section 17.2(g)] |
| <input type="checkbox"/> 17.8(i) | Request for approval of shared facilities, including analysis and recommendation, if applicable [See Section 8.9] |
| <input type="checkbox"/> 17.8(k) | Purchase agreement and purchase agreement analysis, if the Borrower is acquiring the Property |
| <input type="checkbox"/> 17.8(l) | Certified breakdown of construction costs, for a Property that was built by the Borrower less than one year before the submission of the preliminary underwriting package |
| <input type="checkbox"/> 17.8(m) | Real estate tax bill, if the Borrower is acquiring the Property |
| <input type="checkbox"/> 17.8(j) | Additional documentation |