US PRIME LENDING

COMMERCIAL LENDING MADE EASY

Commercial Loan Readiness Kit

A practical guide, document checklist and deal worksheet for commercial property buyers, investors, owners and brokers.

$500,000 TO $140 MILLION - NATIONWIDE

USPrimeLending.com | 817-842-2265 | 817-842-BANK

STEP 1

Build your one-page deal snapshot

Complete this page before speaking with a lender. Clear facts make it easier to compare options.

BORROWER / ENTITY NAME

CONTACT PHONE / EMAIL

PROPERTY ADDRESS / MARKET

PROPERTY TYPE

PURCHASE PRICE OR CURRENT VALUE

LOAN AMOUNT REQUESTED

PURPOSE: PURCHASE / REFINANCE / CASH-OUT

DESIRED CLOSING DATE

CURRENT OCCUPANCY

ANNUAL NET OPERATING INCOME

Your 30-second deal story

Write three sentences: what the property is, what the money will accomplish, and why the loan is a sound risk. Include the strongest fact - stable occupancy, improving income, experienced ownership, strong location or meaningful equity.

DEAL STORY

STEP 2

Commercial loan document checklist

Property

- [ ] Current rent roll with unit, tenant, rent and lease dates
- [ ] Trailing 12-month operating statement and current year-to-date statement
- [ ] Last 2-3 years of property income and expense statements
- [ ] Copies or abstract of major leases
- [ ] Photos, site plan, offering memorandum and property summary
- [ ] Purchase contract or current mortgage statement and payoff information

Borrower and guarantors

- [ ] Entity formation documents and ownership schedule
- [ ] Personal financial statement for each key principal
- [ ] Two years of personal and business tax returns when requested
- [ ] Schedule of real estate owned with debt, value, income and ownership
- [ ] Government identification and contact information

Project and closing

- [ ] Sources and uses of funds
- [ ] Renovation scope, budget and timeline if value-add or bridge
- [ ] Insurance contact and preliminary quote
- [ ] Survey, title commitment, environmental or engineering reports if available
- [ ] Explanation of recent credit, occupancy or income issues

Do not wait for perfection

Start with the most recent reliable numbers. Label estimates clearly and explain what will change before closing.

STEP 3

Choose the right loan lane

PROGRAM	BEST FIT	COMMON PRIORITIES	WATCH FOR
Permanent	Stable, occupied income property	Long term, fixed rate, predictable payment	Prepayment terms and required reserves
Bridge	Acquisition, renovation, lease-up or transition	Speed, future value and business plan	Exit strategy, extension fees and carry cost
SBA 504 / 7(a)	Owner-user real estate and operating businesses	Lower equity requirement and long amortization	Eligibility, occupancy rules and documentation
CMBS	Larger stabilized assets	Non-recourse potential and competitive leverage	Defeasance, servicing and inflexibility
Agency / HUD	Qualified multifamily or housing assets	Long term and strong pricing	Program-specific timing and compliance
Private / hard money	Time-sensitive or unusual transactions	Fast execution and flexible collateral review	Higher cost and short maturity

Comparison rule

Compare total cost, flexibility, closing certainty and exit options - not just the quoted rate. A cheaper rate can cost more if the loan cannot close or limits your strategy.

STEP 4

Know the numbers lenders will test

DSCR	**Net operating income / annual debt service**	Measures the property's ability to cover the proposed loan payment. More coverage generally means more cushion.
LTV	**Loan amount / property value**	Measures leverage against current value. Lower leverage generally reduces lender risk.
LTC	**Loan amount / total project cost**	Often used for acquisitions, construction and renovation to measure the lender's share of the project.
Debt yield	**Net operating income / loan amount**	Measures property income relative to the loan without depending on rate or amortization.
Occupancy	**Occupied space / total rentable space**	

Quick self-check

If the requested loan is too large for the current income, consider more equity, a smaller loan, documented rent growth, phased improvements, additional collateral or a bridge-to-permanent structure. Present a realistic path - not just an optimistic projection.

STEP 5

Plan the financing timeline

1. **Initial review**

   Deal summary, borrower goals, preliminary sizing and program fit.

2. **Quote and selection**

   Compare rate, term, leverage, recourse, fees, timing and prepayment.

3. **Application**

   Authorize lender review, deposit third-party costs and deliver the full package.

4. **Underwriting**

   Financial analysis, borrower review, appraisal, environmental and title work.

5. **Approval and closing**

   Resolve conditions, finalize documents, fund and record the loan.

Protect the closing date

Ask what can delay approval, who controls third-party reports, when lender funds become available, and what conditions must be cleared before documents are issued. Build extra time for holidays, title issues and missing borrower documents.

STEP 6

Questions to ask before choosing a loan

- [ ] Is the rate fixed or floating, and when is it locked?
- [ ] What are the term, amortization and balloon date?
- [ ] Is there a personal guarantee, carve-out guarantee or non-recourse structure?
- [ ] What are the origination, legal, appraisal, environmental and exit fees?
- [ ] What is the prepayment penalty or yield-maintenance structure?
- [ ] What reserves, escrows or repair holdbacks are required?
- [ ] Which items could reduce proceeds after the initial quote?
- [ ] What is the realistic closing timeline and who is responsible for each step?
- [ ] Can the loan be assumed, extended, refinanced or increased later?

Ready for a private loan review?

US Prime Lending arranges commercial real estate financing nationwide from $500,000 to $140 million. Call 817-842-2265 or visit USPrimeLending.com for a free, private quote with no obligation.