



Re: Condominium Conversion Financing Laundry List

The following is a list of exhibits typically required of Seattle Savings Bank in financing a condominium conversion project.

Project Specific Exhibits

- Legal Description
- Survey
- Specifications
- “As-Builts”
- Landscaping design
- Rent Rolls, Income operating statement, current lease list of tenants, if applicable
- **Cost breakdown to complete**
- **Project pro-forma including proposed pricing and square footage of units**
- Copy of building permits(if applicable)
- Phase I Environmental Report, if applicable
- Engineers Report as to Structural/Architectural integrity of building
- Draft of Public Offering statement
- Subcontractor/supplier list with phone numbers
- General contractors resume(if different from Mortgagor)
- Architect’s certification of project compliance/ Fair Housing Act of 1988 as amended
- Attorney’s name and phone number
- Status of FNMA, FHA project approval process
- Resume of proposed Realtor including condominium experience
- Draft of marketing proposal

Proposed Mortgagor Exhibits

- **Resumes of individuals who will be signing personally**
- Documentation of entities (corporation, partnerships, LLC’s, etc...)
- Addresses and descriptions of prior projects
- **Current financial statements, all parties signing on the loan.**
- **Last three years tax returns (signed), all parties signing on the loan.**

We realize that the above list may be thorough. However, please be assured that our only concern is for the success and profitability of the proposed project and that additional documentation to address project specific circumstances may be necessary. We look forward to working with you in the near future.