JAKEN FINANCE GROUP

Commercial Real Estate & Business Lending

Large New Development Loan — Borrower Document & Information Checklist

The items below cover what most construction lenders, banks, and debt funds will request when underwriting a ground-up construction loan for a large new development.

1. Entity & Legal Documents

- ☐ Formation documents for the borrowing/development entity (Articles of Organization/Incorporation, Operating Agreement or Bylaws)
- ☐ Joint venture / partnership agreement between sponsor and equity partner(s), if applicable
- ☐ Certificate of Good Standing for the development entity
- ☐ EIN confirmation letter
- ☐ Organizational chart / ownership breakdown showing all members with 20%+ ownership and the GC/developer relationship
- ☐ Resolution authorizing the loan and identifying the signer(s)

2. Land & Entitlements

- ☐ Land purchase contract or evidence of current land ownership, and title commitment
- ☐ Current survey / ALTA survey
- ☐ Zoning approval and confirmation the proposed use is entitled
- ☐ Recorded plat, if applicable, and any subdivision approvals
- ☐ Copies of all entitlements, variances, and conditional use permits obtained to date

3. Plans, Permits & Design

- ☐ Full architectural and engineering plans (100% construction documents preferred)
- ☐ Building permit status — issued, submitted, or pending
- ☐ Geotechnical / soils report
- ☐ Civil engineering plans (grading, drainage, utilities)
- ☐ Utility availability/will-serve letters (water, sewer, electric, gas)

4. Construction & Budget

- ☐ General contractor qualifications, license, references, and financial statement
- ☐ Executed construction contract (GMP or lump sum) and scope of work
- ☐ Performance and payment bonds, if required
- ☐ Detailed construction budget / sources and uses of funds
- ☐ Construction timeline and draw schedule
- ☐ Contingency reserve amount and funding source

5. Market, Pre-Leasing & Pro Forma

- ☐ Third-party market study / feasibility report, if one exists
- ☐ Pre-leasing or pre-sale agreements, letters of intent, or reservation deposits to date
- ☐ Stabilized pro forma with underlying rent, absorption, and expense assumptions
- ☐ Comparable project data supporting rent and sale price assumptions

6. Environmental & Site Conditions

- ☐ Phase I Environmental Site Assessment (Phase II if warranted)
- ☐ Wetlands delineation and floodplain determination
- ☐ FEMA flood zone determination for the property
- ☐ Any required environmental remediation plan and cost estimate

7. Sponsor / Guarantor & Development Team

- ☐ Personal Financial Statement (PFS) for each guarantor (20%+ owners)
- ☐ Schedule of Real Estate Owned (SREO) for each guarantor
- ☐ Personal tax returns, last 2–3 years, for each guarantor
- ☐ Credit authorization / consent to pull credit for each guarantor
- ☐ Development track record — completed projects, size, asset type, and outcome

Lenders will underwrite the sponsor's development experience as heavily as the deal itself — have a project resume ready with completed comparable projects.

- ☐ Verification of liquidity and reserves available to cover cost overruns
- ☐ Equity commitment documentation (source and timing of equity funding)

8. Insurance

- ☐ Builder's risk insurance quote or policy
- ☐ General liability insurance for the construction period
- ☐ Workers' compensation coverage confirmation for the general contractor

9. Additional Items Commonly Requested

- ☐ Impact fee, tap fee, and permit fee schedule from the local jurisdiction
- ☐ Any existing debt on the land and payoff statements, if applicable
- ☐ Exit strategy summary — permanent takeout financing, sale, or refinance plan

---

Prepared by Jaken Finance Group. Please return completed items along with any supporting documents so we can proceed to lender submission.