



HOTEL INITIAL PACKAGE CHECKLIST

1. Detailed monthly operating statements, most recent trailing 12 months.
(Include Monthly Occupancy, ADR & REVPAR)
2. Detailed year-end operating statements, last full three years.
(Include Monthly Occupancy, ADR & REVPAR)
3. Detailed current and next year's budgets, by month.
(Include Monthly Occupancy, ADR & REVPAR)
4. Copy of current year's property tax bills and evidence of insurance, with current premium.
5. Detailed Sources & Uses of Funds Statement (include sources of Borrower capital).
6. Detailed capital expenditures, last three years and planned for the next year.
7. Borrower entity and sponsorship description, including list of partners and percentage ownership.
8. Borrower entity current financial statement and balance sheet & Questionnaire.
9. Principal(s) resume, current financial Statement (include REO schedule and contingent liabilities) & Questionnaire.
10. Photos, floor plans, site plan, and area location map
11. Property Description: # of rooms, room types, meeting space, public areas, amenities, parking.
12. Current market analysis and/or most recent appraisal (if available).
13. Current STR Report.
14. Most recent franchise inspection report.
15. Management company information and agreement.
16. Date of purchase, price paid, & capital infused since purchased.
17. Current debt: Current balance(s), original amount(s), term(s), amortization(s), due date(s), monthly payment(s).
18. Purchase contract (if applicable) or original cost to construct.