

Commercial Loan Property Rent Roll and Operating Data Form Checklist

Please use the Commercial Loan Property Rent Roll and Operating Data Form when applying for a DCU commercial real estate mortgage.

If the building is over 75% owner-occupied, follow procedures as if your request was for a term loan.

To speed processing of your request, please fill out the form completely and sign it. Incomplete or unsigned forms will delay processing your request.

**Commercial Mortgage Property Rent Roll
and Operating Data**

Date: _____ If Purchase, Sales Price: \$ _____
 Street: _____ If Refinance, Date of Purchase _____
 City/St/ZIP _____ Estimated Market Value: \$ _____

Type of Property (circle one): Residential – Office - Mixed Use – Warehouse – Industrial - Other

No. of Units: _____ Land Area: _____ If commercial, Square Feet: _____
 Rentable square feet: _____

If Refinance:

	Current Lender	Loan Balance	Monthly Payment
1 st Mortgage			
2 nd Mortgage			

Rental Income: (Use additional pages if more than 10 tenants)

Tenant or Landlord Pays

Unit #	Tenant	Monthly Rent	Sq. Ft. or No. Bedrooms	Occupied Since	Lease Expires	Options	(Circle One)		
							Elec	Heat	Tax
		\$					T L	T L	T L
							T L	T L	T L
							T L	T L	T L
							T L	T L	T L
							T L	T L	T L
							T L	T L	T L
							T L	T L	T L
							T L	T L	T L
							T L	T L	T L
							T L	T L	T L
Total Monthly Rent:		\$					T L	T L	T L
Total Annual Rent:		\$							

Estimated or Actual Cash Operating Expenses – Annual

Accounting and Legal	\$	Gas/Oil	\$
Advertising, Licenses, & Permits		Water	
Insurance		Sewer	
Management		Electricity	
Taxes – Real Estate		Other _____	
Taxes – Other		Other _____	
General Repairs		Other _____	
Supplies			
Maintenance			
Snow Plowing, Landscaping, Rubbish		Total Operating Expenses	\$

Major Repairs Required During the Next Seven Years:

Project	Estimated Cost	Estimated Date for Work to Start

Signature: _____