

# Commercial Loan Property Rent Roll and Operating Data Form Checklist

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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 <sup>st</sup> Mortgage			
2 <sup>nd</sup> 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
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		<b>Total Operating Expenses</b>	\$

**Major Repairs Required During the Next Seven Years:**

Project	Estimated Cost	Estimated Date for Work to Start

Signature: \_\_\_\_\_