Syndicate Subscription Legal Plans

REAL ESTATE FINANCE & PROJECT FINANCE CORPORATE CLIENT INTAKE QUESTIONNAIRE:

ORDER TITLE, SURVEY, AND ENVIRONMENTAL EARLY — they drive the closing timetable. If ownership interests in a property-owning entity are being transferred, check the existing loan documents first: transfer, change-of-control, and due-on-sale provisions often require lender consent even when the deed does not change hands.

CONFIDENTIAL. This questionnaire scopes a real estate financing, acquisition, disposition, or workout. It is for lenders, developers, investors, funds, and owners, and covers construction and permanent mortgage debt, credit facilities secured by real estate, credit tenant and synthetic leases, securitizations, mezzanine and preferred equity, loan and portfolio trades, and distressed matters. Estimates are fine. If a question does not apply, write "N/A."

NAME OF THE CLIENT:

Your role:

[__] Borrower / owner
[__] Developer
[__] Lender (bank, insurance company, debt fund)
[__] Mezzanine lender / preferred equity investor
[__] Buyer
[__] Seller
[__] Fund / family office investor
[__] Loan servicer or special servicer

[__] Legal Entity Name: ______________________________

Entity type & jurisdiction: ______________________ Year founded: ____________

Contact person & title: ______________________

Syndicate Plan Member ID: ______________________

Address: ______________________________

City: ________________ State: ____________ Country: ___ Zip: _______

Phone: ____________________ Email: ____________________

Title company: ______________________________

PART 1 — TYPE OF TRANSACTION

1.1 Check all that apply:

[__] Acquisition of real estate
[__] Disposition / sale
[__] Indirect acquisition / sale of interests
[__] Construction loan
[__] Permanent mortgage financing
[__] Revolving credit facility secured by real estate
[__] Credit tenant lease or synthetic lease
[__] Securitization / CMBS loan
[__] Mezzanine loan or preferred equity
[__] Subscription / fund-level financing *
[__] Purchase or sale of a mortgage loan or portfolio
[__] Refinancing
[__] Workout / non-performing loan
[__] Leasing (commercial, industrial, office)
[__] Project finance (infrastructure) *

** For fund-level subscription and NAV facilities, see our Fund Finance form. For power, transportation, or industrial project financings, see our Project Finance form.*

1.2 Amount: $ ____________________ Target closing: __________

1.3 Describe the transaction and objective: ____

____

____

PART 2 — THE PROPERTY OR PORTFOLIO

2.1 Property type:

[__] Office
[__] Industrial / warehouse
[__] Retail / shopping center
[__] Multifamily
[__] Single-family subdivision
[__] Hotel / motel
[__] Senior living / assisted living
[__] Medical / hospital
[__] Self-storage
[__] Land / development site
[__] Mixed use
[__] Other

2.2 Property address(es) / portfolio name: ______________________________________

States & number of sites: __________________________ Size (SF / units / keys): ____________

2.3 Current occupancy: ____________________ In-place NOI: $ _______

Value / purchase price: $ ____________________

2.4 Existing debt on the property: $ ____________________ Lender: ______________________

2.5 Is the property currently under construction or renovation? [__] Yes [__] No

2.6 Is the property owned in a single-purpose entity? [__] Yes [__] No

PART 3 — LOAN TERMS

3.1 Loan amount: $ ____________________ Rate / index: _______ Term & extensions: _____

3.2 Loan-to-value / loan-to-cost: ____________________ Debt service coverage: ____________

3.3 Recourse & guaranties:

[__] Non-recourse with standard carve-outs
[__] Full recourse
[__] Partial / springing recourse
[__] Completion guaranty
[__] Payment or carry guaranty
[__] Environmental indemnity

3.4 Structural features:

[__] Interest reserve
[__] Tax & insurance escrows
[__] Replacement reserves
[__] TI / LC reserves
[__] Lockbox / cash management
[__] Prepayment premium or defeasance
[__] Earnout or holdback

3.5 Will the loan be syndicated, participated, or sold after closing? [__] Yes [__] No

PART 4 — CONSTRUCTION & DEVELOPMENT

4.1 Total development budget: $ ____________________ Equity committed: $ ______________

Item	In Place	Pending	N/A
Entitlements & zoning approvals	[__]	[__]	[__]
Building permits	[__]	[__]	[__]
General contract (GMP or fixed price)	[__]	[__]	[__]
Payment & performance bonds or subguard	[__]	[__]	[__]
Architect & engineer agreements	[__]	[__]	[__]
Budget & draw schedule	[__]	[__]	[__]
Completion guaranty	[__]	[__]	[__]
Mechanics lien protection / title endorsements	[__]	[__]	[__]

4.2 General contractor & architect: ______________________________

4.3 Construction start: ______________ Completion: ________ Stabilization: ______

4.4 Are there existing liens, stop notices, or contractor disputes? [__] Yes [__] No

If yes, explain: ______________________________

____

PART 5 — TITLE, SURVEY, LEASES & ENVIRONMENTAL

Diligence Item	Complete	Ordered	Not Started
Preliminary title report / commitment	[__]	[__]	[__]
ALTA survey	[__]	[__]	[__]
Title insurance & endorsements	[__]	[__]	[__]
Zoning report / certificates	[__]	[__]	[__]
Phase I environmental site assessment	[__]	[__]	[__]
Phase II / remediation status	[__]	[__]	[__]
Property condition report	[__]	[__]	[__]
Appraisal	[__]	[__]	[__]
Insurance certificates	[__]	[__]	[__]
Estoppels & SNDAs from tenants	[__]	[__]	[__]

5.1 Major tenants & lease expirations: ______________________________

5.2 Are there ground leases, easements, or reciprocal easement agreements? [__] Yes [__] No

5.3 Are there known environmental conditions or a remediation obligation? [__] Yes [__] No

5.4 Green building, energy, or brownfield redevelopment involved? [__] Yes [__] No

PART 6 — OWNERSHIP, ENTITY & INDIRECT TRANSFERS

6.1 Current ownership structure (entities and percentages): ______________________________

____

6.2 Will ownership interests be transferred rather than the real property itself? [__] Yes [__] No

6.3 Do loan documents require consent for transfers or control changes? [__] Yes [__] No

6.4 Will transfer taxes, reassessment, or documentary taxes apply? [__] Yes [__] No

6.5 Securitized or CMBS requirements expected:

[__] Single-purpose entity covenants
[__] Independent director / manager
[__] Non-consolidation opinion
[__] Separateness covenants
[__] REIT qualification considerations
[__] Not applicable

6.6 Is a joint venture, operating agreement, or promote structure involved? [__] Yes [__] No

If yes, explain: ____

____

PART 7 — MEZZANINE, PORTFOLIO TRADES & DISTRESSED MATTERS

7.1 Mezzanine / Preferred Equity:

Is mezzanine debt or preferred equity part of the capital stack? [__] Yes [__] No

Amount: $ ____________________ Intercreditor with mortgage lender? __________

7.2 Loan or Portfolio Purchase / Sale:

Number of loans / unpaid principal balance: $ ____________________ Performing or non-performing?

Are loan files, servicing records, and assignments complete? [__] Yes [__] No

7.3 Distressed & Workout:

[__] Payment default
[__] Covenant default
[__] Maturity default
[__] Forbearance requested
[__] Deed in lieu
[__] Receivership
[__] Foreclosure
[__] Bankruptcy filed or threatened
[__] Not applicable

Current status & key dates: ____

PART 8 — DOCUMENTS & CERTIFICATION

8.1 Is a non-disclosure agreement required before documents are shared? [__] Yes [__] No

Please provide the following, if applicable. Check each item available.

[__] Purchase & sale agreement or term sheet
[__] Existing loan documents & payoff statements
[__] Rent roll & operating statements
[__] Leases & amendments
[__] Title report, survey & exception documents
[__] Environmental & engineering reports
[__] Entity formation & JV documents
[__] Construction budget, plans & contracts
[__] Appraisal & insurance certificates
[__] Loan schedules / data tape (portfolio trades)

Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge, and that I am authorized to provide it on behalf of the entity named above. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of evaluating and scoping this transaction.

Signed and dated this ____ day of ______________________, 20___

Signature: ____

Print Name: ____________________________

Title: ____________________________

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