



Borrower Loan Request Intake

I. Organization Information

Date of Submission

Sponsor		Legal Name of Borrower (if different from Sponsor, i.e. Single Purpose Entity)	
Sponsor Type (check all that apply) Non-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Individual <input type="checkbox"/> LLC <input type="checkbox"/> LP <input type="checkbox"/> Corp. <input type="checkbox"/> Other <input type="checkbox"/>		Borrower Entity Type (check all that apply) Non-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> LLC <input type="checkbox"/> LP <input type="checkbox"/> Corp. <input type="checkbox"/> Other <input type="checkbox"/>	
Additional Comments (if warranted)		Additional Comments (if warranted)	
Sponsor Address			
City	State	Zip	
Primary Contact	Email	Phone	
Year Formed	Existing LISC Borrower <input type="checkbox"/> New Borrower <input type="checkbox"/>		
Brief Description of Organization (i.e. mission, experience, track record)			

II. Project Terms

Loan Type (click all that apply) <input type="checkbox"/> Predevelopment <input type="checkbox"/> Acquisition <input type="checkbox"/> Construction <input type="checkbox"/> Mini-Permanent <input type="checkbox"/> Permanent <input type="checkbox"/> Bridge <input type="checkbox"/> Working Capital	
Requested Loan Amount	Requested Loan Term
Repayment Event & Source <input type="checkbox"/> Committed <input type="checkbox"/> Not Committed	
Capital Sources (please list any other sources of capital, amounts, and status)	
Collateral	

III. Project Information

Project Name		
Project Address	County	Census Tract
Project Type <i>(Select all that apply)</i> Housing Commercial/Retail/Facility/Mixed-Use Healthy Foods FQHC Other		
Project Summary		
Project Timeline <i>(brief narrative description of key timing considerations, i.e. acquisition, zoning approvals, construction, etc.)</i>		

IV. Site Control

Site Control Status <input type="checkbox"/> Own <input type="checkbox"/> Under Purchase Agreement <input type="checkbox"/> To be Acquired <input type="checkbox"/> Other	
Purchase Price	
Value As Is	Value As Complete
Describe how value was determined <input type="checkbox"/> Appraisal <input type="checkbox"/> Comparable Sales/Rentals <input type="checkbox"/> Market Study <input type="checkbox"/> Other	
Current Zoning (permitted use)	
Are there any zoning changes, use permits or variances required? Please describe.	
Has the property been inspected or tested for environmental hazards <i>(lead-based paint, asbestos, underground storage tanks, etc.)</i> ? If yes, please briefly describe.	
Please attach the following: <ul style="list-style-type: none">• Three years of most recent financial statements (most recent quarter interim statements & most recent audited financial statements)• Bios of Sponsor leadership and project leads• Preliminary Project Sources and Uses• Preliminary Project Budget	

Additional Project Information

Housing <i>(please complete for all housing related loan requests)</i>		
Ownership Type <i>(Select all that apply)</i> <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Rental <input type="checkbox"/> For-Sale <input type="checkbox"/> Other		
Type of Construction <input type="checkbox"/> New Construction <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Manufactured/Modular Units <input type="checkbox"/> Other		
Target Population <i>(Select all that apply)</i> <input type="checkbox"/> Senior <input type="checkbox"/> Special Needs <input type="checkbox"/> Family <input type="checkbox"/> Veterans <input type="checkbox"/> Other		
Targeted Area Median Income <i>(Select all that apply)</i> <input type="checkbox"/> 30% AMI <input type="checkbox"/> 50% AMI <input type="checkbox"/> 60% AMI <input type="checkbox"/> 80% AMI <input type="checkbox"/> 100% AMI <input type="checkbox"/> 120% AMI <input type="checkbox"/> Other		
Healthy Foods <i>(please complete for all healthy foods related loan requests)</i>		
Business Type <input type="checkbox"/> Single Food Market <input type="checkbox"/> Food Cooperative <input type="checkbox"/> Farmers Market <input type="checkbox"/> Food Hub <input type="checkbox"/> Small Food Market Chain (2 - 5 Locations) <input type="checkbox"/> Medium to Large Food Market Chain (> 5 Locations) <input type="checkbox"/> Other		
Parent Company / Cooperative <i>(if applicable)</i>		
Is the borrower the store? Yes No If No, please describe the borrower.		
Is the borrower part of a green grocer or other healthy food initiative? Yes No If Yes please describe.		
Tenants		
Proposed Tenant(s) <i>(if applicable)</i>		
Which of the tenant(s) have signed leases?		
Percentage of space leased		
Lease Terms		
Health Facilities <i>(please complete for all health facility related loan requests)</i>		
Health Services Information		
Will the project increase the number of patients and patient visits? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes:	Current #	Projected # At Stabilization
Patients Served Annually		
Patient Visits Annually		
Will the project have any other community impacts (community facility, commercial space, affordable / other housing, etc.)? If yes, please describe. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Number of Administrative FTEs Created		
Number of Medical FTEs Created		
Number of Retained FTEs		
Will the project increase the amount of physical space available to deliver health services? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Service Areas		
	Current	Projected
# Medical Exam Rooms		
# Dental Operatories		
# Mental Health Rooms		
# Other Service Rooms (please specify service)		
# Other Service Rooms (please specify service)		

Utilization

Three year's historical visit volume and patient services payor mix (by visits and by revenue source)

	-2 Year	-1 Year	Current		
Medicaid					
Medicare					
Self Pay/Uninsured					
Other Public Insurance					
Private Insurance					
Total					

Services Offered

	Adult Medicine	Ambulatory Surgery	Dental	Elder Care	Family Planning	Home Care	Laboratory	Mental Health	Nutrition	OB/GYN	Occupational Health	Pediatrics	Pharmacy	Podiatry	Radiology	Substance Abuse	Urgent Care	Other:	
Current																			
Proposed																			

Due Diligence Checklist

In addition to your completed Loan Request Intake Form, the following list serves as a guide to the information that may be requested during the underwriting or closing process. Please be ready to submit any requested information to ensure your loan request can be processed in a timely manner.

<p>Sponsor / Borrower Documentation for Approval:</p>	<ul style="list-style-type: none"> • Borrower Organizational Chart and Documentation (including articles of incorporation, operating agreements, etc.) • List of Key Staff and Resumes • List of Previously Completed Projects/ Development Experience • Sponsor(s) Organization Budget and 24-month Cash Flow Projections • 3-year Audited, “parent-only” Unconsolidated Financial Statements (if available) • Most Recent Quarter-End Internally Prepared Financial Statements • REO Schedule • Personal Financial Statements for Any Principal with Minimum 20% Ownership Stake • LISC Borrower Impact and Demographic Survey
<p>Project Documentation for Approval:</p>	<ul style="list-style-type: none"> • Project Description (including description of any green features and any community engagement planned or completed) • Project Sources and Uses • Evidence of Other Project Funding Source • Project Operating Por forma • Project Timeline • Market Study / Analysis • Identification of Development Team (as applicable): Architect, General Contractor, Property Manager, Development Consultant, Service Provider, etc. • If real estate secured: <ul style="list-style-type: none"> - Property Appraisal (to be ordered by Lender), no more than 12-months from closing. - Phase I Environmental Assessment and Phase II (if applicable), both dated no more than 12 months from closing, together with such reliance letters as Lender may require. - Capital Needs Assessment, with identification of capital improvements, upgrades and repairs needed during term of loan.
<p>Construction Related Requirements:</p>	<p>Standard construction related requirements conditions for transactions of this nature, including but not limited to</p> <ul style="list-style-type: none"> - Standard satisfactory real estate due diligence including any environmental reports, property needs assessment, satisfactory plan and cost review and ALTA survey; - Lender review and approval of owner’s representative contract; - A GMP contract will be required; - Construction completion must be supported by a 100% payment and performance bond or another contractor guarantee subject to Lender approval; - A minimum of owner’s hard cost contingency of 10% for rehabilitation/5% for new construction projects outside of the construction contract and a minimum of 5% soft cost contingency; - The construction contract to provide for a minimum of 10% retainage (or State requirement), to be released at construction completion and evidence of all necessary sign-offs.