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- * Hotel Acquisition Advisory & Development Site Evaluations

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- * Conversions
- * Purchase/Sale/Lease
- * Site Selections
- * FF&E Financing

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Flushing, NY 11354

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HOTEL FINANCING CHECKLIST

1. Last three (3) years' **Operation Income/Expense Statements**.
2. Last three (3) years' **Business Tax Returns**.
3. Current year of **Business Financial Statement**.
4. Current year of **Personal Financial Statement** — or partner(s) with 20 % or more share of the company.
5. Last two (2) years' **Personal Tax Returns** — for partner(s) with 20% or more share of the company.
6. Complete, detailed description of the property, including **site plan** or property survey, photos of the site, or any website information.
7. Summary of key counts, rooms count, rentable commercial square footage, retail and office, restaurant and banquet facility and amenities. Hotel brochure and convention presentation package if any.
8. Minimum three (3) years of **Project Income and Expense** – List estimated cost of each project along with project description.
9. If **for Acquisition**, a copy of fully executed contract of sale is required.
10. If **for Refinance**, includes the original purchased price, date of purchase and current Financing Summary.
11. If **for Development**, includes land cost, soft and hard cost, Number of key counts and proposed reservation alliance
12. Background or Biography of each partner related to hotel/hospitality industrial real estate experience.
13. A copy of the **Credit Authorization Form** signed by all parties.

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