

Sophisticated Investor Checklist -- Multi-Family

- Personalized Cover Letter
- Table Of Contents

Section #1 – Your General Information

- Color Photo Of You and Your Family 8 1/2 x 11"
- One Page Bio on You
- Personal Net Worth Statement (signed and dated)
- Completed Credit Application (signed and dated)
- Job Verification Letter (if applicable)
- Down Payment Verification

Section #2 – Your Detailed Back-up Information

- Copy of Last Three Year's Income Tax "Notice of Assessments"
- Copy of Last 3-Years's Financials from any Businesses Owned
- Analysis Letter From Accountant (if self-employed)
- Verification Documents For Items On Net Worth Statement
 - Stock portfolios - Mutual Funds
 - RRSP Statements
 - Business Ownership Papers
 - Business Bank Statements
 - Business Profit & Loss Statements
- Verification of Other Property Owned
 - Appraisals
 - City Assessments
 - Copies of Mortgage Statements
- Copy of your Credit Bureau Report

Section #3 – Property General

- Color Photo Of The Property 8 1/2 x 11"
- Written Description of the Property
- Copy of Listing from Realtor
- News Articles Regarding Economy of Area

Section #4 – Property Due Diligence

- Property Analysis Form
- Due Diligence Checklists
- Pro-Forma Cash Flow
- Area Homework
- Written Description of the Property

Section #5 – Property Required Documents

- Approved Appraisal
- Phase 1 Environmental Assessment
- Accepted Offer Of Purchase
- Building Condition Report
- 3 Years Operating Statements From Previous Owner
- Copies of Current Month's Rent Roll (signed by vendor)
- Market Rent Survey (if current rents below market)