

# Sophisticated Investor Checklist -- Multi-Family

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- ☐ Personalized Cover Letter
- ☐ Table Of Contents

## **Section #1 – Your General Information**

- ☐ Color Photo Of You and Your Family 8 ½ 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 ½ 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)