

# Mandatory information checklist

## What you'll need to start an application

### Company / business details

### Details of the officer applying on behalf of the business

Full name, DOB, address details (address to cover minimum 3 years) and contact (email or mobile) details.

### Property details

Property address, estimated value, age, freehold or leasehold, and property type.

### Details of tenant and lease terms

Name, rent, start, break and expiry date.





















### Product details

Term, repayment profile and how Arrangement Fee is to be paid.

### Affordability

Turnover, EBITDA and rent.

### Any further details of income sources

Description	Investment	Owner-occupied
Historical financial/ income information - last 2 year's financial accounts (to include detailed profit and Loss and Balance sheet) - excludes newly formed SPV's		
Up to date financial/ accounting information - Management Accounts		
Full tax returns of Ultimate Beneficial Owners/ Applicants		
Bank statements - personal - last 3 months		
Bank statements - business - last 3 months		
<b>Debt schedule</b> (to cover external debt with more than 1 facility)		
A <b>Proposal Summary</b> which must include: <ul style="list-style-type: none"> <li>the structure of the loan (eg. Newco, OpCo/ PropCo)</li> <li>evidence of affordability (show how EBITDA has been calculated)</li> <li>background experience of the directors/ partners/ individuals</li> <li>brief description of the security property</li> <li>an overview of how rising prices and energy, fuel costs have affected business, tenant performance and how has this been managed</li> </ul>		
A <b>Proposal Summary</b> which must include: <ul style="list-style-type: none"> <li>tenant performance over last 12 months to include - rental voids, rental arrears and any management expenses incurred</li> <li>background experience of the directors/ partners/ individuals/ purpose of funds (if Capital Raise)</li> <li>brief description of the security property</li> </ul>		
<b>Property schedule</b>		
<b>Assets, Liabilities, Income and Expense Report (ALIE)</b>		
Nominated Bank account details	