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Submission Requirements

CHECKLIST

- 1. Complete the **CMI Project Application** and the **CMI Principal Team's Information Sheet (Need Both)**
- 2. Complete the **CMI Executive Summary Outline ***
- 3. Complete the **2009 CMI Financial Request**
- 4. Purchase Agreement, if necessary
- 5. Bio or Resume for all Principals
- 6. Business Plan
- 7. Pro-Forma
- 8. Articles of Corporation and Operating Agreement
- 9. Driver's License or Passport - Passports are required for all Non-USA Citizens

*CMI requests that you follow our Executive Summary Guideline, which will include a 1-page summary of what you are looking for and the nuts and bolts of your project. Obviously, the underwriter will work on the easier submitted loans and projects first...that is human nature. Having your documents in an easy to follow format will ensure your project will be reviewed the same day it is received.

Gather these documents while you wait for the Letter of Interest *(You may also send the following with your Loan Submission)*

- All Principal Tax Returns for 2006, 2007 and 2008
- Business Tax Returns for 2006, 2007, 2008
- If a purchase, Business Tax returns on the Purchase Property
- Business Quarterly Reports
- Year to Date Profit & Loss
- Rent Roll (if applicable)
- Environmental
- Appraisal