

# Loan Submission Process



**PLEASE READ THIS CAREFULLY AND COMPLETELY BEFORE SUBMITTING A LOAN TO US FOR REVIEW!**

## **Qualify The Loan Request**

Thank you for your interest in Northwind Financial. The first step in submitting a loan request to us is to make sure that the loan fits our guidelines, and what category it fits into. Here are the criteria we evaluate:

1. **Where is the project located?** We finance projects throughout the United States, Caribbean, and certain international countries. Please check our list of approved countries first – if your project is located in a country that is not on the list, your loan request will be ignored.
2. **What is the Loan-to-Value or Loan-to-Cost?** Certain loan programs are only available up to specific LTV's. If the project is over 75% LTV/LTC – then it will automatically be a debt/equity structure. If you are not willing to provide equity as part of the transaction, then do not apply for financing over 75% LTV/LTC.
3. **What category does the project fall into?** It's either Real Estate, or Non-Real Estate. Most of our projects involve real estate, but we also finance corporate projects. Make sure that the project type is something that we provide funding for. We do NOT provide loans for raw land, agricultural use, venture capital, unsecured signature loans, line-of-credit, or similar purposes.
4. **What category does the loan fall into?** We have four different loan categories, each with different requirements. Please make sure you understand the limitations and requirements for each:
  - a. **\$250,000 - \$2,000,000**      **Micro-loan Program**
  - b. **\$2M - \$10M**                      **Small Balance Loan Program**
  - c. **\$10M - \$100M**                      **Mid-cap Loan Program**
  - d. **\$100M - \$700M**                      **Large-cap Loan Program**

## **Submission Package**

Once you have determined that the project fits our lending programs, then you will need to submit the following information to our intake desk:

1. **Northwind Project Submission Sheet** – If you submit the loan online, this is automatically generated, or you can print off a copy and submit it via email with the package.

2. **Executive Summary** – This should be complete, extensive, and well document the important elements of the project.
3. **Sponsor Resumes and Bios** – We must know who each of the principals are, their backgrounds, and their connection to the project. There should only be one LEAD principal, but we must review/qualify every project principal.
4. **Sources/Uses of Funds** – Provide a detailed breakdown of the project costs and expenses, where the funds are coming from, and who is in control of the funds. For legal, compliance and practical reasons – WE MUST ACCOUNT FOR EVERY DOLLAR IN A TRANSACTION, AND VERIFY WHERE THOSE FUNDS ARE COMING FROM. This is an international AML/BSA compliance requirement. We do not allow or deal with third-party fee providers, “silent” partners or scenarios where the required funds for expenses or down-payments “still need to be raised” from investors.
5. **Financial Statements** – Detail the income/expenses of the project, and how the loan will be maintained and paid off. Current projects need to provide a previous 2-year financial history. New or acquisition/development/construction (or ADC) loans require reserves, and we need to have at least a 5-year pro forma on the project.
6. **Exit Strategy** – Detail the plan for loan payoff and exit strategy for the project financing. Our exit strategy requirements are between 1-5 years depending on the loan program.
7. **Supporting Documentation** – any supporting documentation that you believe would be helpful during our review of your request. This will vary based upon the type and scope of the project.

**PLEASE DO NOT SUBMIT A LOAN REQUEST WITHOUT ALL OF THESE ITEMS!** We receive dozens of financing requests every week, and incomplete packages will be ignored or rejected. We want to be able to get you an answer quickly, but can only do so if the information submitted is complete and makes sense. If it doesn't make sense, then the answer will be “no”.

## **Submission**

There are THREE ways to submit a loan package for consideration:

1. Complete the Submission Form on our website at [www.NorthwindFinancial.com](http://www.NorthwindFinancial.com) (click on *Apply For Commercial Loan*) and upload the required documents listed above.
2. Complete the Submission Form manually, and then **email** your entire package to our Intake Desk at [Submissions@NorthwindFinancial.com](mailto:Submissions@NorthwindFinancial.com).
3. Complete the Submission Form and send the package directly to your NW account executive – only if you have already spoken/dealt with one of our representatives on a previous project.

Every loan is registered into our system, and tracked with a project number and date/time stamp.

## **Response Time**

We try to respond to loan submissions as quickly as we can, but please realize that we receive many submissions on a daily basis. Please do not call our office to “check and make sure we received your submission”. If you do not hear anything within 7 days, then you should call or email our office for a status update.

Due to fluctuations in submissions, committee review, and schedules, the initial review period may be as short as 2-3 days, or be as long as 1-2 weeks.

***Visit our website at [www.NorthwindFinancial.com](http://www.NorthwindFinancial.com) for a complete listing of our loan programs!***