

 **PROJECT INTAKE FORM**

 **(3 Pages)**

This Submission Form should be completed by the borrower(s) with summary details for each topic shown. - **All information** **must be completed including documents on page 2**.

**Project Information:**

Project Name: Today’s Date: \_

Project Type: (Ex: Expansion, Acquisition, Real Estate Start up) \_\_\_\_\_\_\_

Project location(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* What is the total project, work out or refinance need? $
* **Looking for Debt, Equity, or both? Amount Debt $\_\_\_\_\_\_\_\_\_\_Amount Equity $\_\_\_\_\_\_\_\_\_\_**
* How much have you spent to date? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; (***Provide detailed summary)***
* Do you have “skin in the game” of 25% equity value in the project? **Yes\_\_\_\_\_\_No\_\_\_\_\_\_ ;**
* What is the current enterprise value $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; ***provide explanation & calculations***
* **Have Cash for Prepaid Interest or Due Diligence? Yes \_\_\_\_ No \_\_\_\_ If so $ \_\_\_\_\_\_\_\_\_\_\_\_\_**
* What are the sources of funds for Down Payment / Engagement / Due Diligence fees?
* What is your Exit Strategy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Provide Details on Separate Page (date, amounts and source)***

**Borrower Information:**

Principal(s) / Managing Member(s)

Company Legal Name: \_\_\_\_State of incorporation: \_\_ Country: \_\_\_

Office Address: \_\_\_\_\_\_\_\_\_\_ Domiciled Address: \_\_\_\_\_\_\_\_\_\_

 Entity Type (IE: LLC, Limited Partnership, Inc.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Webs site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***What are your top 3 Objectives for this funding?***

**1)**

**2)**

**3)**

 **\*\* Documents required for Determination of Project potential fit: \*\***

(Return along with this form. **Project WILL NOT be** evaluated without these documents):

* Executive Summary (Pitch Deck if available)
* Brief Description of Company / Project Overview,
* Capitalization Table (list of owners and % ownership; amount of all funds contributed to date, including sponsor, friends and family and subsequent equity funding rounds)
* Sponsor / Borrower's Resume / Ownership Group / Executive Team
* Year to date financials (if applicable)
	+ Proforma future earnings
* Schedule of money spent on project to date Equity / Enterprise value.
	+ Summary of Equity / Enterprise value focus on support of 75/25 LTV ratio
* Sources and Uses of Funds – Tranche / Draw Schedule (In Excel preferred)
* Corporate Documents
* Appraisals or Valuations to support values.
* List of top Customers / Contracts

***Write Up – Synopsis up of the overall plan***

**Process / Protocol**

1. Initial intake
2. Intro call with **TRAM Funding** and the Client
3. Intro call with Borrower to confirm objectives and manage expectations
4. Submission to Underwriters
5. Discuss Terms, Interest Rate, Closing Costs & Compliance / Data Verification Fees
6. Implement “Engagement Agreement” - Aim toward Loan Documents, Full Compliance, Offering Memorandum (if equity needed)
	1. Debt only closing 14 - 45 days
	2. Debt / Equity closing 60 - 180 days

 **TRAM FUNDING New York City New York**

 