



**HARBOUR GROUP CAPITAL**  
PRIVATE LENDER FOR REAL ESTATE INVESTORS

445 Broadhollow Road  
Suite 25  
Melville New York 11747  
[www.harbourgroupcapital.com](http://www.harbourgroupcapital.com)  
[email:info@harbourgroupcapital.com](mailto:info@harbourgroupcapital.com)

## Required Submission Document

- 1 ☐ Application (All Pages)
- 2 ☐ 3 Most Recent Bank Statement (Personal or Business)
- 3 ☐ Experience (Page 3): Supporting proof of property ownership (ex: HUD's, Town Records )
- 4 ☐ Purchase Contract (If Applicable)
- 5 ☐ (1) Proof of Identification
- 6 ☐ Detailed Scope of Work (Copy of Contractors License)
- 7 ☐ LLC or Partnership: Certificate of Formation, Articles of Organization, Operating Agreement, Certificate of Good Standing

**OR**

Corporation: Certificate of Incorporation, Bylaws, Corporate Resolution, Certificate of Good Standing

# Application

## Guarantor

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fico Score \_\_\_\_\_

Email Address: \_\_\_\_\_

## Guarantor

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fico Score: \_\_\_\_\_

Email \_\_\_\_\_

## Business Entity

Business Entity \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office # \_\_\_\_\_ Tax ID# \_\_\_\_\_ Fax# \_\_\_\_\_

Member \_\_\_\_\_ Member \_\_\_\_\_

Title / No. of Shares \_\_\_\_\_ Title/ No. of Shares \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

# Project Application

## Project

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Number of Units \_\_\_\_\_ Exit Strategy: Sell \_\_\_\_\_ Refinance \_\_\_\_\_

Personal Guarantor \_\_\_\_\_ Business Entity \_\_\_\_\_

## Purchase Transaction

Purchase Price \_\_\_\_\_ As - Is Value \_\_\_\_\_

Improvement Funds \_\_\_\_\_ ARV (After Repair Value) \_\_\_\_\_

**Total Loan Amount** \_\_\_\_\_ Estimated Closing Date \_\_\_\_\_

## Refinance

Date of Original Purchase \_\_\_\_\_ Amount of First Lien \_\_\_\_\_

As- IS Value \_\_\_\_\_ Improvement Funds \_\_\_\_\_

Total Loan Amount \_\_\_\_\_ ARV(After Repair Value) \_\_\_\_\_

## Contacts

### Point of Contact / Appraisal

Name \_\_\_\_\_

Business Entity \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

### Broker Information (If Applicable)

Name \_\_\_\_\_

Business Entity \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Attorney Information (If Applicable)

Name \_\_\_\_\_

Business Entity \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Realtor Information (If Applicable)

Name \_\_\_\_\_

Business Entity \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Experience

Guarantor \_\_\_\_\_

Present Employer \_\_\_\_\_

### Current Licenses: Yes or No

Contractor \_\_\_\_\_ Real Estate \_\_\_\_\_ Electrical \_\_\_\_\_ Plumbing \_\_\_\_\_

Real Estate Broker \_\_\_\_\_ Other \_\_\_\_\_

### List Investment Properties (Sold or Rented) Provide additional properties on spread sheet.

1. Address \_\_\_\_\_

Purchase Date \_\_\_\_\_ Purchase Price \_\_\_\_\_

Rehab Budget \_\_\_\_\_ Sale Price \_\_\_\_\_ Sold /Rented Date \_\_\_\_\_

2. Address \_\_\_\_\_

Purchase Date \_\_\_\_\_ Purchase Price \_\_\_\_\_

Rehab Budget \_\_\_\_\_ Sale Price \_\_\_\_\_ Sold /Rented Date \_\_\_\_\_

3. Address \_\_\_\_\_

Purchase Date \_\_\_\_\_ Purchase Price \_\_\_\_\_

Rehab Budget \_\_\_\_\_ Sale Price \_\_\_\_\_ Sold /Rented Date \_\_\_\_\_

4. Address \_\_\_\_\_

Purchase Date \_\_\_\_\_ Purchase Price \_\_\_\_\_

Rehab Budget \_\_\_\_\_ Sale Price \_\_\_\_\_ Sold /Rented Date \_\_\_\_\_

5. Address \_\_\_\_\_

Purchase Date \_\_\_\_\_ Purchase Price \_\_\_\_\_

Rehab Budget \_\_\_\_\_ Sale Price \_\_\_\_\_ Sold /Rented Date \_\_\_\_\_



# HARBOUR GROUP CAPITAL

PRIVATE LENDER FOR REAL ESTATE INVESTORS

## Personal Financial Statement

Personal Financial Statement			
Name:		Date	
<b>ASSETS</b>		<b>Amount in \$</b>	
Cash – Checking:			
Cash – Savings:			
Securities:			
Notes Receivable:			
Life Insurance Cash Surrender Value:			
Retirement Funds:			
Real Estate Value:			
Other Assets:			
<b>Total Assets:</b>			
<b>LIABILITIES</b>			
Current Debt:			
Notes Payable:			
Taxes Payable:			
Real Estate Mortgages:			
Other Liabilities:			
<b>Total Liabilities:</b>			
<b>Net Worth:</b>			
<b>SOURCES OF INCOME</b>			
Employment Information:			
Salary:			
Bonus & Commissions:			
Real Estate Income:			
Other Income:			
<b>Total Income:</b>			

## Rehabilitation Funds & Disbursements

Rehab funds are held in escrow account post-closing and disbursed using a draw system based on the borrowers request. After a portion the scope of work is complete, the borrower will submit a copy of the original draw request form indicating per line item the percentage of completed.

Once a draw has been requested, an independent evaluator will complete the inspection report for an internal review. Approved Funds will be transferred from the escrow account and disbursed via wire into the original Business Entities account. The inspection report typically takes 3-5 business days.

A \$250.00 fee is charged for each inspection along with a \$30.00 wire transfer fee. This process will be repeated until all draws have been disbursed from the escrow account. All escrow funds that have not been exhausted from borrower will credit toward to original principal balance.

All draws are requested via email: **[info@harbournroupcapital.com](mailto:info@harbournroupcapital.com)**

Acknowledge by:

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Personal Guarantor Print Name

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Date

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Signature