

| CRF Experience Form Experience Report for Real Estate Finance Position Form must be completed by all applicants - please use one form per position PER YEAR | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------|---|--|----------------------------------|--------------------------------|----|-----------------------|------------------------|----|-----------------------|-----------------|----|-----------------------|---------------------|----|-----------------------|--------------------------------|----|-----------------------|--------------------------------------|----|-----------------------|-----------------------------------|--|
| PART 1: Information and Portfolio | | Part 2: Functions Requires 12 of 18 | | | | | | | | | | | | | | | | | | | | | | |
| For Period from: (month/year) _____ to (month/year) _____ | | Check the boxes below for every function you perform in the capacity of a RE financial position | | | | | | | | | | | | | | | | | | | | | | |
| Name: | | Underwriting / Front Office | | | | | | | | | | | | | | | | | | | | | | |
| Your Title: | | 1 | <input type="checkbox"/> Evaluate local, regional and/or national markets. Specify L, R and/or N _____ | | | | | | | | | | | | | | | | | | | | | |
| Company Name: | | 2 | <input type="checkbox"/> Develop and maintain new business contacts with real estate agents, other lenders, mortgage brokers, builders, major clients, etc. | | | | | | | | | | | | | | | | | | | | | |
| Business Address | | 3 | <input type="checkbox"/> Have the authority to approve or reject loan/investment applications on the basis of preliminary assessment. | | | | | | | | | | | | | | | | | | | | | |
| City/Province/ Postal Code | | 4 | <input checked="" type="radio"/> Examine plans, specifications operating and financial statements and analyze credit information. | | | | | | | | | | | | | | | | | | | | | |
| Business Telephone Business Fax Number | | 5 | <input checked="" type="radio"/> Determine the lending value of a property and recommend the loan/investment amount within your company's guidelines. | | | | | | | | | | | | | | | | | | | | | |
| Email | | 6 | <input type="checkbox"/> Negotiate loan/investment terms including additional collateral arrangements, letters of credit, personal covenants and collateral on other property. | | | | | | | | | | | | | | | | | | | | | |
| Number of Employees Reporting Directly to You | | 7 | <input type="checkbox"/> Assemble all documentation and recommend for approval new applications or renewals. (Include loan amounts, rates, term and amortization periods, conditions, schedule of advances, privileges and hold-backs.) | | | | | | | | | | | | | | | | | | | | | |
| Name of Immediate Supervisor (if applicable) | | 8 | <input type="checkbox"/> Sign or determine the form and content of a commitment letter. | | | | | | | | | | | | | | | | | | | | | |
| Title of Immediate Supervisor (if applicable) | | 9 | <input type="checkbox"/> Have the responsibility for instructing professional resource people, e.g. solicitors, appraisers and trustees. | | | | | | | | | | | | | | | | | | | | | |
| Portfolio: | | 10 | <input type="checkbox"/> Authorize progress advances and or full fundings. | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: yellow;"> <th style="width: 20%;">Property Types</th> <th style="width: 15%;">Dollar Value</th> <th style="width: 65%;">Number of loans & units or Sq.Ft</th> </tr> </thead> <tbody> <tr> <td>1. Detached or attached Houses</td> <td>\$</td> <td>____ Loans ____ Units</td> </tr> <tr> <td>2. Apartment Buildings</td> <td>\$</td> <td>____ Loans ____ Units</td> </tr> <tr> <td>3. Condominiums</td> <td>\$</td> <td>____ Loans ____ Units</td> </tr> <tr> <td>4. Office Buildings</td> <td>\$</td> <td>____ Loans ____ Sq.Ft</td> </tr> <tr> <td>5. Commercial/Retail Buildings</td> <td>\$</td> <td>____ Loans ____ Sq.Ft</td> </tr> <tr> <td>6. Industrial/Other (Please specify)</td> <td>\$</td> <td>____ Loans ____ Sq.Ft</td> </tr> </tbody> </table> | | Property Types | Dollar Value | Number of loans & units or Sq.Ft | 1. Detached or attached Houses | \$ | ____ Loans ____ Units | 2. Apartment Buildings | \$ | ____ Loans ____ Units | 3. Condominiums | \$ | ____ Loans ____ Units | 4. Office Buildings | \$ | ____ Loans ____ Sq.Ft | 5. Commercial/Retail Buildings | \$ | ____ Loans ____ Sq.Ft | 6. Industrial/Other (Please specify) | \$ | ____ Loans ____ Sq.Ft | Administration/Back Office | |
| Property Types | Dollar Value | Number of loans & units or Sq.Ft | | | | | | | | | | | | | | | | | | | | | | |
| 1. Detached or attached Houses | \$ | ____ Loans ____ Units | | | | | | | | | | | | | | | | | | | | | | |
| 2. Apartment Buildings | \$ | ____ Loans ____ Units | | | | | | | | | | | | | | | | | | | | | | |
| 3. Condominiums | \$ | ____ Loans ____ Units | | | | | | | | | | | | | | | | | | | | | | |
| 4. Office Buildings | \$ | ____ Loans ____ Sq.Ft | | | | | | | | | | | | | | | | | | | | | | |
| 5. Commercial/Retail Buildings | \$ | ____ Loans ____ Sq.Ft | | | | | | | | | | | | | | | | | | | | | | |
| 6. Industrial/Other (Please specify) | \$ | ____ Loans ____ Sq.Ft | | | | | | | | | | | | | | | | | | | | | | |
| | | 11 | <input type="checkbox"/> Manage a portfolio of loans to ensure the on-going viability of the collateral security, such as property taxes, building & liability insurance, PPSA registrations, health care licenses/certifications, inspections, collection of financial information. | | | | | | | | | | | | | | | | | | | | | |
| | | 12 | <input type="checkbox"/> Negotiate or approve fees or miscellaneous expenses applicable to the loan transaction. | | | | | | | | | | | | | | | | | | | | | |
| | | 13 | <input type="checkbox"/> Approve partial discharges, fire insurance settlements or reserve disbursements. | | | | | | | | | | | | | | | | | | | | | |
| | | 14 | <input type="checkbox"/> Resolve any administrative or legal problems either directly or through the assistance of specialists or solicitors. | | | | | | | | | | | | | | | | | | | | | |
| | | 15 | <input type="checkbox"/> Calculate and/or approve Statements of Balances with respect to assumption, information, discharge, etc. | | | | | | | | | | | | | | | | | | | | | |
| | | 16 | <input type="checkbox"/> Calculate and/or approve Prepayment Premium Yield Maintenance calculations. | | | | | | | | | | | | | | | | | | | | | |
| | | 17 | <input type="checkbox"/> Manage arrears situations or negotiate loan settlements. | | | | | | | | | | | | | | | | | | | | | |
| | | 18 | <input type="checkbox"/> Establish the amount of any loss provisions where there are serious arrears, foreclosure or other legal proceedings underway or contemplated. | | | | | | | | | | | | | | | | | | | | | |
| Signature of Applicant, verifying the accuracy of this information | | Signature of Current Supervisor, verifying the accuracy of this information | | | | | | | | | | | | | | | | | | | | | | |
| Signature | Date | Signature | Date | | | | | | | | | | | | | | | | | | | | | |