



Community Investment Corporation
222 South Riverside Plaza, Suite 380
Chicago, Illinois 60606-6109

Chicago's Multifamily Rehab Lender
312.258.0070 | cicchicago.com

June 1, 2023

Dear Borrower/Property Manager:

It's that time of year to begin CIC's annual collection for financial information. We are currently collecting for the **2022 calendar year**. Below are the required documentation needed to satisfy your loan agreement with CIC.

1. **Income and Expense Statement**, signed by the owner or property manager, for the 2022 calendar year (reflecting 12 months of income and expenses). You may use CIC's template or your own. If there are multiple properties in your loan, please break out income and expenses by property.
***NOTE: Please do not include capital expenditures!** A capital expenditure is something that you purchase or upgrade that increases the value of your rental property. Example: roof repairs would be regular repair/maintenance item while a roof replacement would be a capital expenditure.*
2. **Current rent roll** with subsidized tenants and delinquent tenants noted (*Please use the CIC template. You may use your own template provided it notes subsidized and delinquent tenants.*)
3. One of the following:
 - o **Personal Financial Statement** signed by owner or property manager (for Individual Borrower(s) and/or Guarantor(s))- OR
 - o **Balance Sheet and Income Statement** signed by the owner or property manager (for Corporate Borrowers)
4. **Current Contact Information** (*if your contact information has changed*)

To find form templates in printable or writable PDF formats, click [here](#).

Submission of these documents are a requirement of your Loan Agreement, per Section 9. Information should be uploaded by **Friday, July 14** via our secure Dropbox link by clicking [here](#). Make sure to submit by this deadline to avoid a \$500 fee being assessed to your loan.

Please reach out to portfolio@cicchicago.com if you have trouble uploading documents or need assistance in any way.

Regards,

A handwritten signature in blue ink that reads "Phillip Moore".

Phillip Moore
VP, Director of Administration
Community Investment Corporation

