



Ameritas Life, Acacia Life, Union Central Life  
and affiliated companies

**Assumption Guidelines for Portfolio Loans  
1/1/2009**

***Contact:***

***Loan Administration Analyst, Cincinnati, OH – UNIFI Co. serviced loans***

**I. Assumption Underwriting Package Requirements**

- A. Key Principal(s)
  - 1. Current Federal Tax Return
  - 2. Credit Report
  - 3. Resume
  - 4. Current personal financial statement
- B. Proposed Borrower(s)
  - 1. Financial statements for previous two years (if not a newly formed entity)
  - 2. Entity documents
  - 3. Proposed organizational structure including ownership percentages
- C. Property Manager (if not proposed Borrower)
  - 1. Copy of property management agreement
  - 2. Resume
- D. Fully executed Purchase Contract
- E. Fully executed 1031 Exchange Contract (if applicable)
- F. Property Operating Statements
  - 1. Year to date income and expense statement
  - 2. Current certified rent roll
- G. Market Update
  - 1. Summary of overall market and sub-market
- H. Written request from the existing Borrower

**II. Post-Approval**

- A. Required Documents
  - 1. Fully executed counsel opinion letter
  - 2. Updated title report
  - 3. Property and liability insurance certificates
  - 4. Fully executed entity documents
  - 5. Transfer Deed
  - 6. Survey – if any material changes to the land or improvements have been made after closing of the original loan
  - 7. W-9 Form

8. Borrower Information Form
9. Settlement Statement
10. Current paid tax receipts