

How to fill out Monthly report form

Go to <https://imperialfund.com/monthly-report/>

Step 1. Fill out all the fields:

- **Borrower:** Choose code assigned to your company.

Use Balance Sheet as of the end of the previous month for details (for both a Borrower and a Parent)

- **Borrower's Assets:** Enter TOTAL Assets.
- **Borrower's Equity:** Enter TOTAL Equity.
- **Parent's Equity:** Enter TOTAL Equity.
- **Capitalization of Parent SPV:** Enter TOTAL Liabilities and Equity.
- **Cash Balance of the Borrower:** Enter Total checking/Savings on account balances.
- **Non-Performing Loans:** Enter total amount of NPL if any.
- **Pledged Mortgages:** Enter total principal balance of loans pledged on the line (*use column E "Prin. Bal." from General report AS OF END OF THE MONTH*)
- **Non-Eligible Mortgages:** UPB of Non-Eligible Mortgages.
- **Borrowing Base:** Enter Borrowing Base amount (*use column V "Borrowing Base" from General Report AS OF END OF THE MONTH*).
- **Aggregate Advance Balance:** aggregate principal balance of all Advances

Step 2. Supporting Documentation:

- Attach Financials for both: Borrower and SPV in preset fields. Be sure to upload ONLY REQUIRED DOCUMENTS one by one, otherwise it will cause a delay in due diligence process. **ALL DOCUMENTS MUST BE IN PDF FORMAT**
- Loan Tape you provide should reflect the state of affairs as of the end of the immediately preceding calendar month.

Step 3. Online Signature.

- After filling the form, your Signing person will receive link to HelloSign on email. (*If you want to change signing person, please let us know.*)
- Signed document will automatically return back to Form.