Building the Foundation for Success

Setting up your Lender Compliance & Reporting module requires some collaboration.

Even though we have the majority of the heavier tasks, we will need help from your team as well.

- **Responsiveness** - *A delay in response can extend the time needed to create your packets*

- **Main point of Contact** - *Either a dedicated team or a person (especially if utilizing 3rd party managers)*

- **Organization** - *We understand this may be the part of the reason you've chosen LoanBoss, but we'll assist you any way we can*

Simplify Your Financial Reporting

Never run manual calculations again!

*Setting up your Accounting Software reports with LoanBoss gives you precise calculations in **real time**.*

Forecast projections based on forward curves, run budget scenarios, and map out cashflows with the touch of a button.

We'll send you a detailed guide for automating your Accounting Software Reports and you'll receive a **unique email address** for the Report Scheduler.

We will request the following financial reports:

- T12 Statement with Cashflows
- Balance Sheet
- 12 Month Budget (forward looking)
- Commercial Tenancy Schedule *(if applicable)*
- Multifamily Rent Roll *(if applicable)*
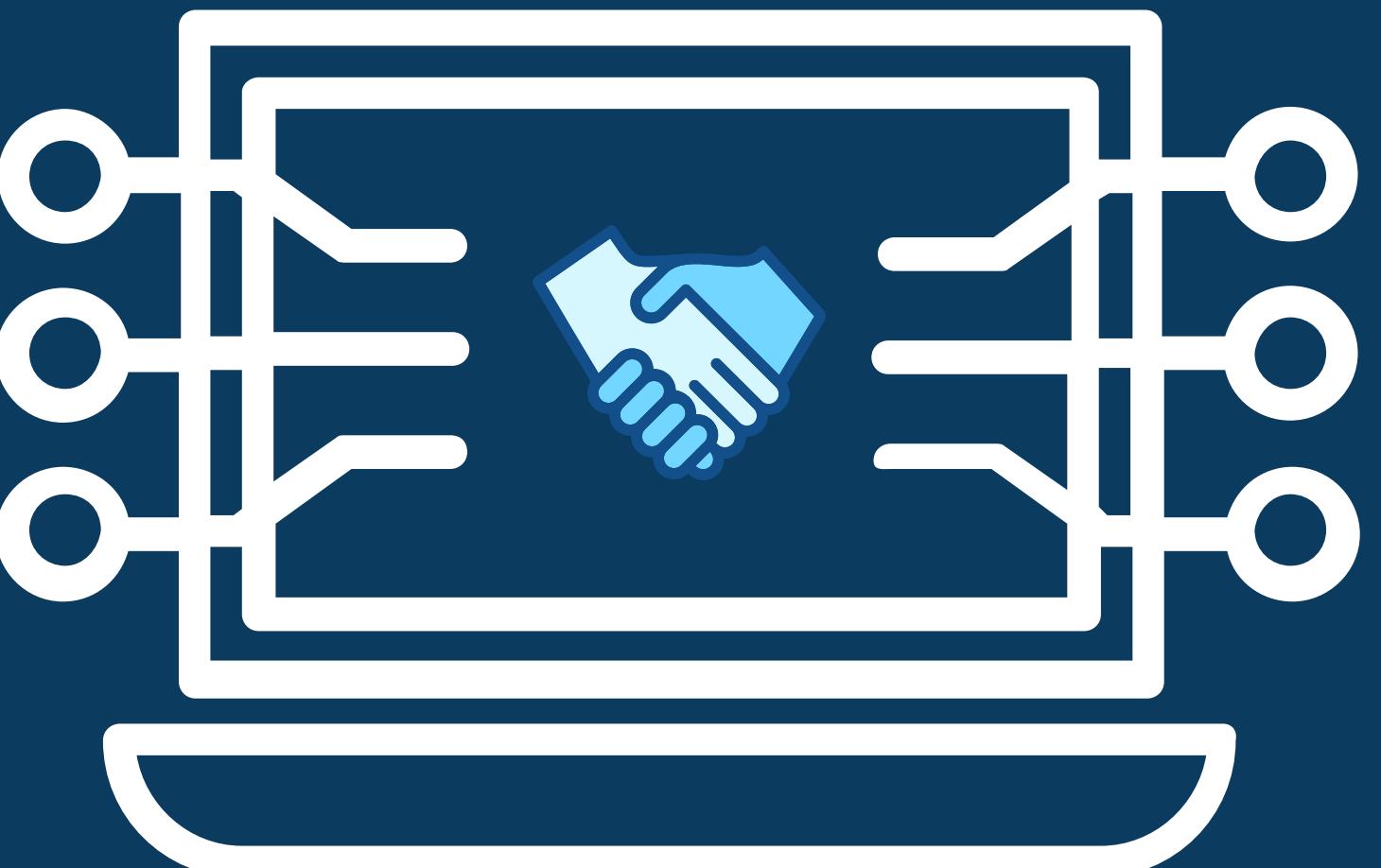
Best Practices for Report Setup

- If you have properties that are on both Commercial Tenancy Schedules and Multifamily Rent Roll reports, only send the the one applicable to the property.
We cannot receive both reports for the same property code.

- When setting up the reports, please be sure that each property has it's own property code.

- Before setting up your reports on a schedule, please be sure to force-send the reports to our Property Data team for format review.

Partnering for a Smooth Launch

There are a few ways that you can help us streamline the completion of your Lender Compliance module:

- Send us current/previous Workbooks outlining anything you may exclude from calculations.

- Complete the Property Information sheet (if not done during Onboarding) or send over Property Code mapping to the properties we are putting in LoanBoss.

- For portfolio loans, if you would like to do a consolidated file we can. However, the rent roll has to be at the individual code level.

- We will need to know who you would like assigned to asset manager role since that person will be tagged to the deal in the Lender Compliance Reporting Module.

Lender Compliance & Reporting Progression Overview

Set up your Financials according to the Guide(s)

Send over Financial Reports for Format Review

Schedule your Financial Reports for automation after receiving feedback

Lender Compliance Packets Created

Done!

In-Depth LoanBoss Training Session

Send over any Workbooks and/or previous Packets that can be used as an example of preferred format

Set up Customizations

*Completion time may vary due to calculation complexities and client responsiveness in providing documents/information.

Lender Compliance Dashboard Example

Lender Compliance Reports   User permissions

🔍 Filter reports by deal name   Calendar ⬤   Filters ⇄

SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025

SEPTEMBER 2025

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	**30**	1	2	3	4	5

OCTOBER 2025

M	T	W	T	F	S	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	**25**	26
27	**28**	29	**30**	31	1	2

NOVEMBER 2025

M	T	W	T	F	S	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

⬜ Report due   🟥 Report overdue   🟦 Selected date

▲ **1000 West Apartments** [6 reports]   TB **2 REPORTS OVERDUE** ❗

BORROWER QUARTERLY REPORTING Q2 2025	Due 87 days ago	**OVERDUE** ❗
BORROWER QUARTERLY REPORTING Q2 2025	Due 87 days ago	**OVERDUE** ❗
BORROWER QUARTERLY REPORTING Q3 2025	Due in 5 days	NOT STARTED ⊗
BORROWER QUARTERLY REPORTING Q3 2025	Due in 5 days	NOT STARTED ⊗
BORROWER ANNUAL REPORTING 2025	Due in 152 days	NOT STARTED ⊗
BORROWER ANNUAL REPORTING 2025	Due in 152 days	NOT STARTED ⊗

Bringing It All Together

We ask that you start working on the tasks such as:
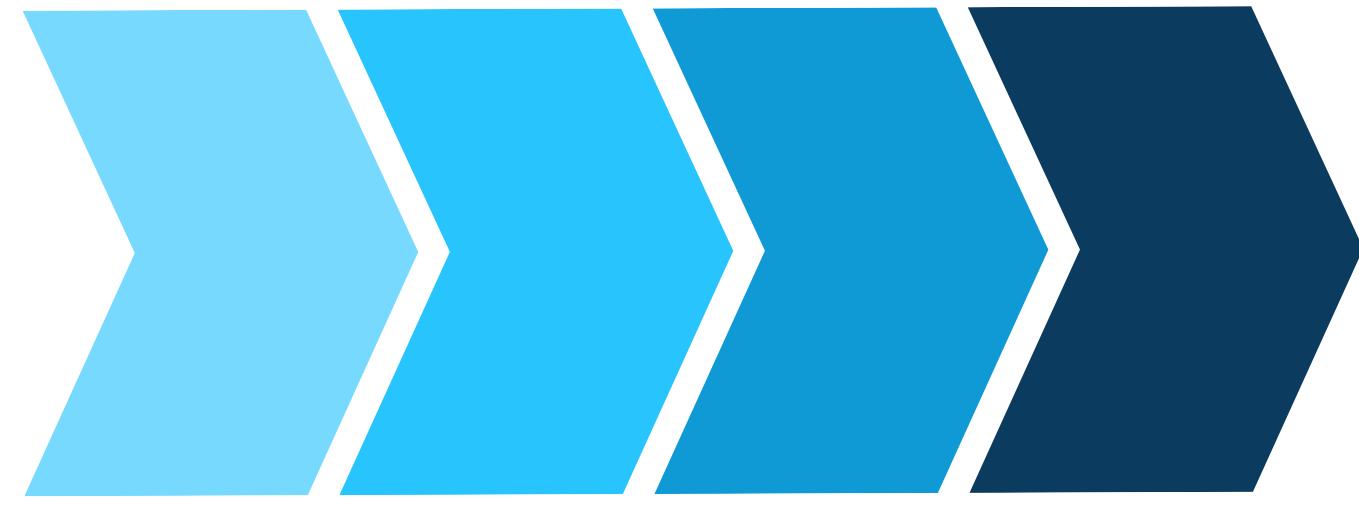
- Set up your financial reports as instructed in the guide

- Send us test files for a format review prior to scheduling reports

- ⚠️ *VERY IMPORTANT:* Please send your current/previous Workbooks showing any items excluded from calculations. Missing this step can cause reporting delays