



## **ASSET ADMINISTRATION POLICIES & PROCEDURES MANUAL**

### **Schedule of Conference Call Discussions 2007**

Tuesday, January 23, 2007

Primary Loan Documents

- Promissory Note
- Loan Agreement
- Mortgage/Deed of Trust & Covenants
- Side Letters/Agreements
- Assignment of Rents & Leases (discussed in Covenants)
- Proof of Insurance (ACORD 28) or Insurance Binder
- Guaranty (discussed in Recourse/Non Recourse and Covenants)
- Other Collateral & Loan Documents
  - Reserve Agreements
  - Lockbox Agreement
  - Cash Management Agreements
  - Letters of Credit
  - UCC's

Tuesday, March 6, 2007

Secondary Loan Documentation

- Title, Survey
- Leases
- Ground Leases
- Appraisals
- Management Agreement & Other Property Operation Agreements
- Franchise Agreements
- Environmental Surveys / Audits
- Environmental Certificate / Indemnity Agreement
- Operations & Maintenance Plans
- Opinion Letters
- Construction Loan Documents and Due Diligence
- Borrower's Corporate Documents (Patriot Act & Tenants in Common)

Tuesday, April 17, 2007

Lockbox – Cash Management Process

- Documentation
- Definitions: Hard, Soft, Springing
- Monitoring
- Determination to Spring a Lockbox
- Bank Operated Lockbox Accounts
- Servicer Communication with Borrower

Thursday, May 31, 2007

Property Inspections

Loan Documents

Pre-Inspection Surveillance and Review

Inspections: General Information

Inspection Information, Economics & Market Overview, Management

Inspections: Property Specific

Property Characteristics

Property Condition

Inspection Reports

MBA Property Inspection Report

Servicer Review and Reporting

Overview: CMBS vs. Portfolio Servicing

Special Servicing Considerations

June 2007

Other Servicing Agreements

Interim Servicing Agreement (ISA)

Pooling Servicing Agreement (PSA)

Sub-Servicing Agreements

Representations & Warranties

Purchase and Sale Agreements

Structured Loan Documentation

A&B Notes

Pari Passu

Co-Lender Agreements

Mezzanine lending

Additional financing/debt