

TROPTIONS · INSTITUTIONAL DOCUMENT SYSTEM

Proof of Funds Package Template

Professional POF Format for Properties, Hotels, and Portfolio Deals

For: Client advisors, brokers, owners, and acquisition desks

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Executive Summary

This template defines a professional proof-of-funds (POF) package for real estate and hotel transactions. It helps teams present funding credibility clearly and consistently to brokers, sellers, and lenders.

Who This Document Is For

Front-line teams who need an easy, repeatable format to explain and package POF requirements without over-promising financing outcomes.

Required Information

- Client/entity legal name
- Transaction purpose (purchase, refinance, bridge, recap)
- Required amount and currency
- Funds source type (cash, account balance, committed line)
- Validity period of POF letter
- Escrow/title recipient details

Required Documents

- & POF cover letter on letterhead
- & Recent bank/broker statement (redacted as needed)
- & Source-of-funds declaration
- & Entity authority/signatory confirmation
- & Contact verification for institution or provider
- & Deal reference (property address, hotel name, or portfolio ID)

Step-by-Step Process

Step 1: Assemble Evidence

Collect institution-backed evidence showing available funds or committed credit with a current date.

Step 2: Draft POF Letter

Prepare a one-page POF letter with amount, purpose, validity period, and verification contact.

Step 3: Attach Verification Pack

Add supporting statement extracts and signatory authority evidence behind the cover letter.

Step 4: Compliance Check

Confirm KYC/KYB and source-of-funds statements are complete before external sharing.

Step 5: Release to Counterparty

Send package to broker, seller, lender, or title under NDA/need-to-know controls.

Approval Gates

- & Identity/entity verification complete
- & Source-of-funds declaration approved
- & Supporting evidence date-valid
- & Signatory authority confirmed
- & Release approved by compliance/legal

Readiness Checklist

- & POF letter drafted
- & Statement evidence attached
- & Deal reference inserted
- & Verification contact included
- & Expiration date included

What Stays Blocked

- No representation of guaranteed close
- No representation of final loan approval
- No release of sensitive full account data beyond need-to-know

Common Blockers

- Stale or incomplete statements
- Unverifiable institution/contact
- Mismatch between POF amount and deal amount
- Missing source-of-funds explanation

TROPTIONS System Handling

TROPTIONS supports document coordination, readiness checks, and controlled release workflow. TROPTIONS does not issue bank guarantees or provide custody, broker-dealer, or legal advisory services.

Final Checklist Before Submission

- & POF cover letter finalized
- & Supporting evidence validated
- & Compliance approved
- & Release log recorded
- & Counterparty delivery confirmed

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