

The applicant listed below has applied for financing secured by the referenced cooperative shares. Please complete this form by answering all questions or indicating "Unknown" or "N/A" (Not Applicable). This form must be completed by either the management agent or a member of the cooperative board. Your cooperation in providing the requested information is appreciated.

Project Legal Name	Project Physical Address	City	State	Zip Code
HOA Name (if different from Project Legal Name)	HOA Management Address	City	State	Zip Code

General Project Information

1. Ownership Breakdown:

_____ Total Number of Unsold/Sponsor-Owned Units
 (or units owned by holders of unsold shares)

_____ Total Number of Sold Units
 (include Unsold units in contact to be sold)

SOLD UNIT BREAKDOWN:

_____ Principle Residence	_____ Second Home	_____ Investor/Sublet	_____ Co-op Corp. Owned
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_____ Total Number of Units in Co-op Project
2. Share Breakdown:

_____ Total Shares in Project

_____ Total Shares Subject Unit
3. Proprietary Lease Expiration Date:

_____ / _____ / _____
4. Does any individual or entity, other than the sponsor, own more than 10% of the total units in the project? ☐ Yes ☐ NO
5. Is any space within the project designated for commercial/non-residential use? ☐ Yes ☐ NO
 If Yes, indicate the approximate percentage: _____
6. Are there any land use agreements or is the project subject to a leasehold (Ground Lease)? ☐ Yes ☐ NO
 If Yes, please provide Ground Lease for review.
7. How many shareholders are delinquent more than thirty (30) days on their maintenance fees? _____
8. Does the Co-op impose a Stock Transfer Tax (Flip Tax) upon the sale of units? ☐ Yes ☐ NO
 If Yes, what is the method of calculation or percent charged to the seller? _____
9. Is a Lender exempt from the Stock Transfer Tax (Flip Tax) if the Lender acquires a unit's share? ☐ Yes ☐ NO
10. Who controls the Cooperative Board? ☐ Tenant-Shareholders ☐ Sponsor Until when? _____ / _____ / _____
11. Date of the last Amendment filed: _____ / _____ / _____ Amendment # _____
12. Does the Co-op receive any tax/assessment abatements? ☐ Yes ☐ NO
 If Yes, indicate type of abatement? Expiration: _____ Until when? _____ / _____ / _____
13. Are there any mechanic's liens filed against the subject property? ☐ Yes ☐ NO
 If Yes, indicate type of lien: _____
14. Is the project the subject of current litigation? ☐ Yes ☐ NO
 If Yes, please provide a letter of explanation and a copy of the complaint(s).
15. Does the project contain any mandatory fee based memberships? ☐ Yes ☐ NO
 If Yes, please provide details: _____
16. Total current reserve funds: \$ _____
17. Does the HOA budget provide for the funding of replacement reserves for capital expenditures and deferred maintenance that is at least 10% of the budget not including any underlying mortgage (if applicable) and property tax expenses? ☐ Yes ☐ NO
18. Annual HOA dues for the subject unit excluding units portion of the underlying mortgage (if applicable) and building property tax expense _____.
19. Please provide the names and phone number for the following Co-op Board officials:

Co-op Board President: _____ Phone Number: _____

2 Sponsor/Holder of Unsold Share Information

Sponsor Name

Contact Name

Phone Number

1. Total number of shares held by the Sponsor: _____
2. Sponsor's monthly rental income: \$ _____
Sponsor's monthly maintenance fees: \$ _____
3. Are the maintenance fees for Unsold shares current? ☐ Yes ☐ No
If No, indicate amount in arrears: \$ _____
4. Have there been assessments or reductions in reserves due to the Sponsor's failure to maintenance fees? ☐ Yes ☐ No
If Yes, indicate amount: \$ _____

3 Underlying Mortgage Information

Lender Name

1. Monthly Payment: \$ _____
2. Mortgage Balance: \$ _____
3. Maturity Date: _____ / _____ / _____
4. Interest Rate: _____ ☐ Fixed ☐ Adjustable
5. If adjustable, what is the lifetime cap? _____
6. Date Obtained/Closed: _____ / _____ / _____
7. Have the interest rate or repayment terms of the underlying mortgage been modified or otherwise extended? ☐ Yes ☐ No
If Yes, please explain: _____
8. Are payments on the underlying mortgage current? ☐ Yes ☐ No
If No, indicate amount in arrears: \$ _____

4 Management Agent & Insurance Information

1. Is the project managed by a professional management company? ☐ Yes ☐ No

Name

Contact Name

Phone Number

Co-op Address

City

State

Zip Code

2. Is the building covered for its replacement cost or maximum allowable coverage for hazard, liability and flood (if applicable) insurance coverage and fidelity bond coverage? Please attach copy of insurance certificate and schedule of coverages. ☐ Yes ☐ No

Company

Agent Name

Phone Number

3. Does the project have co-insurance? ☐ Yes ☐ No
If Yes, what percentage? _____ %
- And is there an agreed amount endorsement? ☐ Yes ☐ No

5 Building Safety, Structural Integrity and Special Assessments

1. Are there any known structural integrity or safety issues?

☐ Yes ☐ No

If Yes, have all repairs/replacements been completed?

☐ Yes ☐ No

If No, please detail what repairs/replacements remain to be completed:

2. Are there any special assessments unit owners are obligated to pay?

☐ Yes ☐ No

If Yes, please detail total assessment amount, terms and purpose:

6 Signature & Certification

I, the undersigned certify that to the best of my knowledge and belief, the information and statements contained on this form and an any attachments are true and correct.

Signature

Date

Printed Name

Title

Phone Number