

Loan Application – Buildings



1. Loan Request

Loan amount \$ _____

Purpose

Construction/Improvements. Please list items and estimated costs.

_____ \$ _____
_____ \$ _____
_____ \$ _____

Debt Consolidation. Please list debts and amounts.

_____ \$ _____
_____ \$ _____
_____ \$ _____

Other

Is any other financing being used or solicited in order to fulfill the loan purpose? Yes No

If so, from whom and how much? _____

2. Corporation Contact Persons

Name of Contact Person _____

Title _____

Address _____

Phone number _____ Fax _____

Alternate Contact _____

Title _____

Address _____

Phone number _____ Fax _____

3. Building Information

Name _____

Address _____

Tax section _____ Block _____ Lot _____ Water & Sewer Acct _____

Number of stories above basement _____

Total number of residential units _____

Owner-occupied _____ Sublet by owner _____

Owned by sponsor _____ Vacant _____

Total number of commercial units _____

Occupied _____ Use _____

Vacant _____ Who owns them? _____

Are there any liens or mortgages on the building? If yes, please list them below.

Lienholder	Orig. Bal	Current Bal	Monthly Payment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

When a unit in the building is sold, is there a 'flip tax', ie., does a portion of the resale price have to be paid to a party other than the seller, such as HPD or the HDFC? Yes No

If yes, to whom _____

How is amount calculated? _____

Are real estate taxes, water & sewer, or other charges to New York City current? Yes No

Real estate taxes: Date paid through Last amount paid

Water & sewer: Date paid through Last amount paid

Other: Date paid through Last amount paid

Is there a J-51 real estate property tax abatement on the property? Yes No

Is there a J-51 real estate property tax exemption on the property? Yes No

On what date did the corporation acquire the building? _____

For how much? _____

From who? _____

Through which program? _____

4. Managing Agent. If there is an outside managing agent, please provide:

Name of Company _____

Address _____

How long have they been managing? _____

Contact Person _____

Phone number _____ Fax _____

5. References

Bank/CU holding the corporation's reserve and/or operating account _____

Contact person: _____ Phone number: _____

Accountant: _____ Phone number: _____

Attorney: _____ Phone number: _____

Other _____

6. Affirmation and Authorization

On behalf of _____, we the undersigned hereby certify that all statements made on this application and on the enclosed documents are true and complete to the best of our knowledge and are submitted for the purpose of obtaining credit. We also authorize Brooklyn Cooperative FCU to communicate with any person, firm, corporation or other agency to obtain information regarding this application and further authorize each such source to provide such information to Brooklyn Cooperative FCU.

Name and Title Date

Name and Title Date

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Name and Title Date

7. Questionnaire

Have all shareholders been given their proprietary leases and share certificates?	Yes	No
If there are rental apartments in the building, is there a policy regarding selling them?	Yes	No
Do rental tenants have leases?	Yes	No
Are rental apartments registered with DHCR?	Yes	No
Is the MDR information up-to-date?	Yes	No
Does the Multiple Dwelling Registration show the current building manager or managing agent?	Yes	No
How often does the Board of Directors meet? _____		
Date of last Board meeting _____		
When was the last Board election? _____		
How often do the shareholders meet? _____		
Date of last meeting _____		
When did the last maintenance increase go into effect? _____		
How much was it? _____		
Does the corporation have fire insurance?	Yes	No
If so, how much? _____		
Does the corporation have liability insurance?	Yes	No
If so, how much? _____		
Does the corporation have directors and officers insurance?	Yes	No
If so, how much? _____		
If not, does the corporation have a fidelity bond, or are the directors bonded?	Yes	No
Is the corporation or any of its current officers involved in litigation?	Yes	No
Has there been litigation in the past?	Yes	No
If so, please explain. _____		

Is the building's boiler permit up-to-date, with inspection fees paid?	Yes	No
Are there window guards on all public hallways and on windows where children reside who are less than 10 years old?	Yes	No
Were they installed with one-way screws?	Yes	No
Do all apartments and public areas have working smoke detectors?	Yes	No
Is the building in compliance with all NYC laws regarding lead paint disclosure?	Yes	No
Are all floor landings numbered to show what floor you are on?	Yes	No

Are all public areas of the building well-lit? Yes No

Do commercial tenants have their own water meters? Yes No

Have any emergency repairs been performed in the last three years? Yes No

If yes, please explain. _____

When was the last time the building obtained a code violations printout? _____