

**GENERAL LOAN INFORMATION**

Account #: \_\_\_\_\_

1. Building Name: \_\_\_\_\_

2. Building Address: \_\_\_\_\_

3. Contact Person: Name: \_\_\_\_\_ Title: \_\_\_\_\_

4. Address: \_\_\_\_\_

5. Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

6. If there is an outside managing agent, please provide information:

Manager Name: \_\_\_\_\_ How long? \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

7. How much do you wish to borrow from LES People's FCU? \$ \_\_\_\_\_

8. Purpose (*attach additional sheets if necessary*)

Construction/Improvements: *Please list items and estimated costs, if known.*

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Debt Consolidation/Payment: *Please list debts and amounts.*

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Other: *Please describe purpose(s) and list amounts.*

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

When will you require these funds? \_\_\_\_\_

**BUILDING INFORMATION**

1. Tax Section: Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Water & Sewer Account # \_\_\_\_\_

2. Residential Units: # Total \_\_\_\_\_ # Occupied \_\_\_\_\_ # Owner-occupied \_\_\_\_\_

# Vacant \_\_\_\_\_ # Sublet by shareholders \_\_\_\_\_ # Owned by sponsor (if applicable) \_\_\_\_\_

3. Commercial Units: # Total \_\_\_\_\_ # Occupied \_\_\_\_\_ # Owner-occupied \_\_\_\_\_

Who owns them? \_\_\_\_\_

Use(s) \_\_\_\_\_

4. Are there any mortgages or liens on your building? Yes \_\_\_\_ No \_\_\_\_ If yes, list and describe:

Lender 1: \_\_\_\_\_ Original Amount: \_\_\_\_\_ Current Balance: \_\_\_\_\_ Int. Rate \_\_\_\_\_

Orig. Date: \_\_\_\_\_ Maturity Date: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Current Arrears \_\_\_\_\_ Balloon? \_\_\_\_\_

Lender 2: \_\_\_\_\_ Original Amount: \_\_\_\_\_ Current Balance: \_\_\_\_\_ Int. Rate \_\_\_\_\_

Orig. Date: \_\_\_\_\_ Maturity Date: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Current Arrears \_\_\_\_\_ Balloon? \_\_\_\_\_

Lender 3: \_\_\_\_\_ Original Amount: \_\_\_\_\_ Current Balance: \_\_\_\_\_ Int. Rate \_\_\_\_\_

Orig. Date: \_\_\_\_\_ Maturity Date: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Current Arrears \_\_\_\_\_ Balloon? \_\_\_\_\_

5. When a unit in the building is sold, is there a "flip tax" (i.e. does a portion of the resale price have to be paid to a party *other* than the seller, such as to HPD or the HDFC)? *(yes or no)* \_\_\_\_\_

If yes, to whom: \_\_\_\_\_ Amount (how was it calculated?): \_\_\_\_\_

6. Are real estate taxes, water & sewer charges, or other NYC charges (e.g. boiler insp.) current?

*(yes or no)* \_\_\_\_\_ If no, please explain: \_\_\_\_\_

7. Is there a J-51 real estate property tax abatement on the property? *(yes or no)* \_\_\_\_\_

If yes, expiration: \_\_\_\_\_

8. Names, titles and addresses of officers/owners:

Print Name and Title

Address (including Apt. #)

_____	_____
_____	_____
_____	_____

**BUILDING QUESTIONNAIRE**

1. Have all shareholders been given their proprietary leases and share certificates? *(yes or no)* \_\_\_\_\_

If no, please explain: \_\_\_\_\_

2. Do rental tenants have leases? *(yes or no)* \_\_\_\_\_ If no, please explain: \_\_\_\_\_

3. How often does the board of directors meet? \_\_\_\_\_ Last board meeting \_\_\_\_ / \_\_\_\_ / \_\_\_\_

4. How often do the shareholders meet? \_\_\_\_\_ Last shareholders meeting \_\_\_\_ / \_\_\_\_ / \_\_\_\_

5. When was last board election held? \_\_\_\_\_ Were new officers elected? *(yes or no)* \_\_\_\_\_

6. When did the last maintenance increase go into effect? \_\_\_\_\_ How much was it \_\_\_\_\_%
7. Does the corporation have fire insurance? *(yes or no)* \_\_\_\_\_
8. Does the corporation have liability insurance of at least **\$1 million** per occurrence? *(yes or no)* \_\_\_\_\_
9. Does the corporation have directors & officers insurance of at least **\$1 million**? *(yes or no)* \_\_\_\_\_
10. Is the corporation or any of its officers currently (or in the past) involved in litigation? *(yes or no)* \_\_\_\_\_  
If yes, explain \_\_\_\_\_
11. Is the building's boiler permit up-to-date, with inspection fees paid? *(yes or no)* \_\_\_\_\_  
If no, when was the boiler last inspected? \_\_\_\_\_
12. Are there window guards on all public hallway windows and on windows of all apartments where children reside who are less than 10 years old? *(yes or no)* \_\_\_\_\_ If no, explain \_\_\_\_\_  
\_\_\_\_\_
13. Do all apartments and public areas have working smoke detectors? *(yes or no)* \_\_\_\_\_
14. If no, explain \_\_\_\_\_
15. Is the building in compliance with all City of NY laws regarding lead paint disclosure?  
*(yes or no)* \_\_\_\_\_ If no, explain \_\_\_\_\_

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**LOANS FROM OTHER SOURCES**

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Will any other financing be required to accomplish the purpose of the loan you are requesting from Lower East Side People's FCU? *(yes or no)* \_\_\_\_\_ If yes, from whom and how much?

Source	Amount	Terms
_____	_____	_____
_____	_____	_____
_____	_____	_____

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**REFERENCES**

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Bank/CU Name	Account #	Address	Telephone#
_____	_____	_____	_____



**Abbreviated Loan Application**  
*COOP/ HDFC Buildings*

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Accountant's Name	Address	Telephone#
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Attorney's Name	Address	Telephone#
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**AFFIRMATION AND AUTHORIZATION**

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By submitting this form, we, the undersigned, in behalf of \_\_\_\_\_ 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 Lower East Side People's 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 Lower East Side People's FCU.

Signature	Print Name & Title	Date
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Signature	Print Name & Title	Date
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**[Submit this form by email to [amorel@lespfcu.org](mailto:amorel@lespfcu.org), fax to 212-529-8368 or mail to 37 Avenue B, New York, 10009 Attn: HDFC Specialist]**