

**HOUSING CONSERVATION COORDINATORS
BUILDING LOAN APPLICATION**

APPLICANT NAME _____
ADDRESS _____
CONTACT PERSON _____ APT # _____
WORK # _____ HOME # _____
E-Mail _____

BUILDING STATUS HDFC _____ TENANT ASSOCIATION _____ 7A _____

OFFICERS: NAME _____ TITLE _____
NAME _____ TITLE _____
NAME _____ TITLE _____
NAME _____ TITLE _____

LOAN REQUEST \$ _____
REASON FOR LOAN _____

ARCHITECT OR
ENGINEER FIRM NAME _____ # _____
CONTACT PERSON _____

ANNUAL BUDGET \$ _____

MORTGAGES

FIRST MORTGAGE _____
AMOUNT _____ TERM _____ INTEREST _____ %
MONTHLY PAYMENT \$ _____ PAYMENT STATUS _____
SECOND MORTGAGE _____
AMOUNT _____ TERM _____ INTEREST _____ %
MONTHLY PAYMENT \$ _____ PAYMENT STATUS _____
THIRD MORTGAGE _____
AMOUNT _____ TERM _____ INTEREST _____ %
MONTHLY PAYMENTS _____ PAYMENT STATUS _____

REAL ESTATE

TAXES AMOUNT \$ _____ PAYMENT STATUS _____

RESALE POLICY Please describe _____

YEAR OF PURCHASE _____

In order to process your application we need the following information.

CORPORATE
DOCUMENTS

Proprietary lease
Certificate of Incorporation
By-laws
House rules

FINANCIAL

Bank statements for last twelve months
Rent roll
Budget: Current and previous year
Annual financial report: Current and previous year
Annual audit
Mortgage or loan documents
Major maintenance/rent arrears and plan for
recoupment
Outstanding debts over \$5,000 excluding mortgages
Current reserve fund

PROJECT
INFORMATION

Scope of work
Bids
Architectural plans
Brief description of previously completed systems and structural work
Survey of building conditions by architect or engineer

TENANT/
SHAREHOLDER
PROFILE

Average length of tenancy _____
families _____ couples _____ singles _____ seniors _____
Individual income statements (Confidential)

APARTMENT
SALES
HISTORY

1 _____ Apt.
Apt. 2 _____
Apt. 3 _____

Please attach the information to the application form. Submit completed application to:
Sarah Desmond, Executive Director, Housing Conservation Coordinators, 777 Tenth Avenue,
New York, NY 10019 (212) 541-5996

For office use only
Date of Intake: _____