



THE COMMUNITY PRESERVATION CORPORATION

A PRIVATE, NOT-FOR-PROFIT ORGANIZATION



LOAN APPLICATION

Headquarters 28 East 28 th Street , Floor 9 New York, New York 10016 212-869-5300	Manhattan/Bronx 3154 Albany Crescent Bronx, New York 10463 718-601-6600	Brooklyn/Queens/Staten Island/Long Island	Hudson Valley 245 Saw Mill River Road Hawthorne, New York 10532 914-747-2570	Albany 54 State Street, Suite 201 Albany, New York 12207 518-463-1776
Syracuse 315 North Clinton Street Syracuse, New York 13202 315-476-3173	Buffalo 403 Main Street Suite 715 Buffalo, New York 14203 716-853-0266		Jersey City 75 Montgomery Street, 5 th Floor Jersey City, NJ 07302 201-547-LOAN (5626)	Connecticut 245 Saw Mill River Road Hawthorne, New York 10532 203-661-0405

Today's date: _____

Loan Amount Requested \$ _____ **Purpose:** Purchase Rehabilitation New Construction Other

How did you hear about CPC? _____

Applicant Information- FOR ALL PERSONS HOLDING AN INTEREST IN THE BORROWING ENTITY, PLEASE PROVIDE THE FOLLOWING INFORMATION.

Applicant/Company's name _____ State Inc. _____ Date Inc. _____

Principal's name _____

Home Address _____ City _____ State _____ Zip _____

Business Address _____ City _____ State _____ Zip _____

Home Phone _____ Business Phone _____ Mobile Phone _____

Fax _____ Email _____

Social Security # _____ Fed ID # (EIN/TIN) _____ Stockholder # of shares or % interest _____

Are you a U.S. Citizen? Yes No

If you are not a U.S. citizen, please complete this section.

Country of Citizenship: _____

Visa type: _____

Date of expiration: _____

Refugee status: _____

Date received: _____

Permanent residency #: _____

Date of issue: _____

For Profit Corporation

Not-For-Profit Corporation

Partnership

Sole Proprietor

Building Information

Address _____ City _____ State _____ Zip _____

Section: _____ Block: _____ Lot: _____ County: _____

Property Type Residential Commercial Mixed Use

Ownership: Fee Simple Lease Hold Elevator Yes No Number of Elevators _____

Number of Floors Above Basement/Grade _____	Number of Residential Units _____	Number of Vacant Units _____	Residential Square Feet _____
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Number of Studio Apartments _____	Number of Two Bedroom Apts. _____	Number of Other Bedroom Apts. _____	Number of Commercial Units _____
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Number of One Bedroom Apts _____	Number of Three Bedroom Apts _____	Number of Parking Spaces _____	Total Commercial Square Feet _____
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Types of Commercial Businesses

Year Constructed	Date of Purchase	Type of Construction	
Total Purchase Price \$	Total Current Mortgage	Dimensions Size of Building _____ X _____ on Plot _____ X _____	Number of Acres _____

Person(s) Responsible for Performing Rehabilitation Work (e.g. contractor(s), architect, etc.)

CONTRACTOR

Name: _____ Address: _____ Phone: _____

ARCHITECT

Name: _____ Address: _____ Phone: _____

BUILDING MANAGER

Name: _____ Address: _____ Phone: _____

Bank References

INSTITUTION: _____ ADDRESS _____
 ACCOUNT REPRESENTATIVE _____
 ACCOUNT # _____ PHONE _____

References (include 3 business references)

Name	Address	Phone	Relationship

Have you applied for a loan for this property at any other institution? Yes No

LIST ALL FINANCIAL INSTITUTIONS WHERE YOU HAVE SUBMITTED AN APPLICATION FOR THE SUBJECT PROPERTY

1. _____
2. _____
3. _____

Personal Data

EMPLOYER _____

EMPLOYER ADDRESS _____

POSITION(TITLE) _____ WORK PHONE _____

ANNUAL SALARY _____

OTHER INCOME \$: _____ SOURCE OF OTHER INCOME: _____

Declarations

Yes

No

- Are there any outstanding judgments against you?
- Have you ever declared bankruptcy?
- Are you a party to a lawsuit?
- Do you have any contingent liabilities?
- Have you ever been convicted of a felony?
- Are you presently delinquent or in default on any loan, mortgage, financial obligation, bond or loan guarantee?
- Have you, directly or indirectly, been involved on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure or judgment?

IF YES TO ANY ABOVE, PLEASE ATTACH SHEET TO EXPLAIN.

THE FOLLOWING IS REQUIRED ANY PERSON HOLDING A 10% or GREATER INTEREST IN THE BORROWING ENTITY

AN AUDITED STATEMENT MAY BE SUBMITTED IN LIEU OF THIS STATEMENT.

Financial Statement			
ASSETS		LIABILITIES	
CASH	\$ _____	NOTES PAYABLE TO BANKS	\$ _____
REAL ESTATE	\$ _____	NOTES PAYABLE TO OTHERS	\$ _____
MORTGAGES OWNED	\$ _____	MORTGAGES ON REAL ESTATE	\$ _____
	\$ _____	OTHER LIABILITIES	\$ _____
	\$ _____		\$ _____
SECURITIES	\$ _____		\$ _____
	\$ _____		\$ _____
	\$ _____		\$ _____
CASH VALUE OF LIFE INSURANCE	\$ _____	TOTAL LIABILITIES	\$ _____
OTHER ASSETS	\$ _____	NET WORTH	\$ _____
	\$ _____		
	\$ _____		
TOTAL ASSETS	\$ _____		

Certification

The Undersigned certify the following:

1. I/We have applied for a mortgage loan from The Community Preservation Corporation. In applying for the loan, I/We completed a loan application containing various information on the purpose of the loan, the amount and source of the down payment, employment and income information, and assets and liabilities. I/We certify that all of the information is true and complete. I/We made no misrepresentations in the loan application or other documents, nor did I/We omit any pertinent information.
2. I/We understand and agree that The Community Preservation Corporation reserves the right to change the mortgage loan review process to a full documentation program. This may include verifying the information provided on the application with the employee and/or the financial institution.
3. I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this mortgage, as applicable under the provisions of Title 18, United States Codes, Section 1014.
4. This application shall remain the property of CPC.
5. Prior to closing the loan, the applicant(s) agree(s) to promptly advise CPC of any change contained in this application.

Authorization to Release Information

To Whom It May Concern:

1. I/We have applied for a mortgage from The Community Preservation Corporation. As part of the application process, The Community Preservation Corporation may verify information contained in my/our loan application and in other documents required in connection with the loan, either before the loan is closed or as part of its quality control program.
2. I/We authorize you to provide to The Community Preservation Corporation, and to any investor to whom The Community Preservation Corporation may sell my mortgage, any and all information and documentation that they request. Such information includes, but is not limited to, employment history and income; bank, money market, and similar account balances; credit history; and copies of income tax returns.
3. The Community Preservation Corporation or any investor that purchases the mortgage may address this authorization to any party named in the loan application.
4. A copy of this authorization may be accepted as an original.
5. Your prompt reply to The Community Preservation Corporation or the investor that purchased the mortgage is appreciated.

(Applicant's Signature)

Date

(Applicant's Signature)

Date

ALL PERSONS IN THE BORROWING ENTITY MUST PROVIDE THE FOLLOWING INFORMATION.

Applicant _____
Home Address _____ City _____ State _____ Zip _____
Business Address _____ City _____ State _____ Zip _____
Telephone Number Home _____ Office _____ Fax _____
Social Security # _____ Stockholder # of shares or % interest _____

Are you a U.S. Citizen? Yes No

If you are not a U.S. citizen, please complete this section.

Country of Citizenship: _____

Visa type: _____

Date of expiration:

Refugee status: _____

Date received

Permanent residency #: _____

Date of issue:

Applicant _____
Home Address _____ City _____ State _____ Zip _____
Business Address _____ City _____ State _____ Zip _____
Telephone Number Home _____ Office _____ Fax _____
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ANNUAL INCOME AND EXPENSES FOR YEAR:

SCHEDULE B

Building Address:

TO BE COMPLETED BY APPLICANT

For Lender Use Only

	Previous Years (to)	Previous Year (to)	Current Year (to)	For Lender Use Only	
				CPC Standard	Final Projection
INCOME					
1. Gross income from apartment rental					
2. Gross income from commercial rental					
3. Total gross income (lines 1 plus 2)					
4. Collection Losses					
Residential					
Commercial					
5. Effective gross income (lines 3 less 4)					
EXPENSES					
1. Real estate taxes					
2. Water and sewer charges					
3. Fire Insurance					
Premium					
Amount of Coverage					
4. Liability Insurance					
Premium					
Amount of Coverage					
5. Licenses					
6. Fuel (Oil type: _____)					
Gallons per year					
7. Gas					
8. Electricity (not metered to tenants)					
9. Trash removal					
10. Pest control					
11. Maintenance and repairs					
12. Cleaning expenses					
13. Supplies					
14. Elevator maintenance & repair contract					
15. Management					
16. Superintendent and staff salaries					
Does superintendent receive free apt.?					
Supers: full-time part-time					
Porters: full-time part-time					
Handymen: full-time part-time					
17. Payroll taxes					
18. Legal					
19. Accounting and Auditing					
20. Replacement(doesn't include repair)					
Ranges and refrigerators					
Boilers					
Roof					
Other					
21. Painting					
22. Other Expenses					
TOTAL EXPENSE					

Applicant's Signature

Date

Mortgage Officer should note in this column where final projection differs from standard and provide explanatory notes on separate sheet.

