

Date: _____

LOAN INQUIRY WORKSHEET

Borrower: _____

Property Address: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Property Description: _____

Loan Amount Requested: \$ _____ Purchase Price: \$ _____

If Refinance, existing mortgage balance: _____ Current Lender: _____

Month & Year purchased: _____ Current Balance: \$ _____ Rate: _____ %

Reason for refinancing: _____

<u>Commercial Description</u>	<u>Per Month</u>	<u>Sq. Ft.</u>	<u>Lease Start</u>	<u>Lease Exp.</u>	<u>Pass Through</u>
Total:					

<u>Residential</u> <u>Unit #</u>	<u>Tenant Name</u>	<u># of</u> <u>Rooms</u>	<u>Per Month</u>	<u>Lease</u> <u>Expiration</u>	<u>Status</u>
Total:					

Status

OO = Owner Occ. RS= Rent Stabilized RC = Rent Control PE = Permanent Exempt TE = Temporary Exempt

Pro-forma Expenses

	<u>Per Annum</u>
--	-------------------------

Real Estate taxes	
Water & Sewer	
Insurance	
Fuel (Gas / Oil)	
Electric	
Repairs & Maintenance	
Elevator	
Painting & Decorating	
Salary	
Legal & Audit	
Replacement Reserves	
Management	
Pest Control	
CAM	
Miscellaneous	
Other 1 (Describe)	
Other 2 (Describe)	
Total:	\$

The following information is to the best of my knowledge true and complete.

Authorized Signature: _____ Date _____