



**MASPETH
FEDERAL
SAVINGS**

MFS LOAN PROPOSAL CHECKLIST

COMMERCIAL OR CLOC PROPOSAL (UP TO 65% LTV of APPRAISED VALUE)

- COLOR PICTURES, FRONT OF PROPERTY, INTERIOR & STREET VIEW
- COMPLETED LOAN PROPOSAL FORM
- COPY OF THE CERTIFICATE OF OCCUPANCY
- COPY OF TAX ABATEMENT (IF APPLICABLE)
- CONTRACT OF SALE (IF PURCHASE)
- DEED (IF REFINANCE) PLUS DATE OF PURCHASE & AMOUNT
- LIST OF MEMBERS (IF ENTITY)
- SURVEY
- THREE YEARS HISTORY OF INCOME & EXPENSES ON PROPERTY
- DHCR ANNUAL RENT REGISTRATION ON MULTI-FAMILY (6 FAMILY AND ABOVE)
- THREE YEARS BUSINESS AND/OR PERSONAL FINANCIAL STATEMENTS, PRO-FORMA AND/OR TAX RETURNS FROM THE BORROWING ENTITY
- COPY OF ALL THE LEASES

MAIL COMPLETE LOAN PROPOSAL PACKAGE TO:

MASPETH FEDERAL SAVINGS & LOAN ASSOCIATION
56-05 69TH STREET
MASPETH, NY 11378
(718) 651-7888
ATTN: MORTGAGE ORIGINATION/COMMERCIAL PROPOSAL

OR EMAIL TO: achung@maspethfederal.com
fconforti@maspethfederal.com
dally@maspethfederal.com

MASPETH FEDERAL SAVINGS AND LOAN ASSOCIATION - COMMERCIAL LOAN PROPOSAL FORM

Please complete all information below and return to Maspeth Federal Savings & Loan Association via e-mail to commorig@maspethfederal.com. Please call our Origination Group at 718-651-7888 if you have any questions.

BROKER INFORMATION

Broker Company Name: _____ Broker's Name: _____

Broker Phone: _____ E-mail: _____

APPLICANT/TRANSACTION INFORMATION

Applicant Name(s): _____ Applicant(s) Phone: _____

Title will be held in what Name(s): _____

Applicant(s) Address: _____

Applicant Email: _____

Loan Amount Requested: \$ _____ Terms: 3 5 10 15 Amort: 10 15 20 25 30

Loan Purpose: Purchase: Cash-out Re-finance: Construction: Land:

If Purchase, purchase price:\$ _____ Source of down payment: _____

If Refinance, Name of Lien Holder (if any): _____

Current interest rate: _____ % Outstanding Balance: \$ _____

Date property was last transferred: _____ Name of Seller: _____ Sold for: \$ _____

PROPERTY INFORMATION

Complete Subject Property Address: _____

Block: _____ Lot: _____ Property type (per C/O): _____

Description: _____

Lot Dimensions: _____ Building Dimensions: _____ Stories: _____ Zoning Code: _____

Owner Occupied?: Residential Commercial

Total # of residential units: _____ Vacant residential units: _____

Total # of commercial units: _____ Vacant commercial units: _____

Property details, please check all that apply:

Dry cleaning?: _____ Auto Repair/Gas Station?: _____ Warehouse?: _____ Industrial?: _____

421(a) eligible? _____ 1031 exchange? _____ Garage? _____ Extension? _____

Use Of funds: _____

INCOME INFORMATION

Please list all current **RESIDENTIAL** tenant info. For vacant units, list maximum legal monthly rent:

Tenant Name or Unit Number	# of Rooms	Lease start date	Lease expiration date	Monthly Rent	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				Residential Income Monthly	\$0.00
				Residential Income Annually	\$0.00
				- less vacancy (5%)	\$0.00

Please list all current **COMMERCIAL** tenant info. For vacant units, list market monthly rent:

Tenant Name or Unit Number	Type	Total Square Feet	Lease expiration date	Monthly Rent	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				Commercial Income Monthly	\$0.00
				Commercial Income Annually	\$0.00
				- less vacancy (10%)	\$0.00

YEARLY BUILDING EXPENSE INFORMATION

Real Estate Taxes \$ _____ Water/Sewer \$ _____
 Insurance \$ _____ Utilities \$ _____
 Fuel/Oil \$ _____ Repairs/Maintenance \$ _____
 Management \$ _____ Reserves \$ _____

Total Income Annually	\$ 0.00
- Total Expenses Annually	\$ 0.00
= Net Income	\$ 0.00