



**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](mailto:achung@maspethfederal.com)  
[fconforti@maspethfederal.com](mailto:fconforti@maspethfederal.com)  
[dally@maspethfederal.com](mailto: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](mailto: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 \$	<u>0.00</u>
- Total Expenses Annually \$	<u>0.00</u>
= Net Income \$	<u>0.00</u>