

EMIGRANT // FUNDING

COMMERCIAL REAL ESTATE MORTGAGE LOAN CHECKLIST

STANDARD APPLICATION

Use for Non-Co-op Transactions*

Kindly *complete and sign* the documents indicated below. Please note the Customer Identification Procedure (CIP) and Credit Denial Disclosure are also enclosed for your review.

ENCLOSED DOCUMENTS:

- Application Checklist
- Fee Schedule
- Commercial Mortgage Application
- Personal Financial Statement
- Declarations Form
- Authorization for Credit and Payments
- Form 4506-T – Must be completed for individuals and owning entity (*If applicable*)
- Consent to use of Tax Return Information
- Income and Expense Statement
- Rent Roll
- Request for Verification of Employment
- Request for Verification of Mortgage (*If refinance*)
- Request for Verification of Deposits (*If purchase*)
- Broker Memo
- Environmental Review Questionnaire
- DHCR Authorization forms (*NYC property only, 6 family and above*)
- Contact Information Form
- Business or Commercial Loan Purpose Certification
- Information about Procedure for Opening New Account (CIP)
- Equal Credit Opportunity Act Disclosure

ADDITIONAL DOCUMENTS REQUIRED:

- Applicable Fees (*application and appraisal*) payable to Emigrant Funding Corporation must be submitted with your application
- Owing Entity Corporate Tax Returns – Most recent 2 years (*Signed*)
- Personal Tax Returns – Most recent 2 years (*Signed*)
- Commercial and Residential Leases (*Complete signed copies*)
- Business Corporate Tax Returns, if commercial space is owner occupied – most recent 2 years (*Signed*)
- Property Survey
- Entity Documents (*If applicable*)
- Contract of Sale (*If purchase*)
- Copy of Property Deed
- Certificate of Occupancy (*if property is located in NJ and contains three or more residential units, provide copy of current Certificate of Inspection, a.k.a. "Green Card"*)
- Property Tax Bill
- Mortgage Brokerage Fee Agreement (*If applicable*)
- Fair Lending Policy – Broker Acknowledgement (*If applicable, and, if not already on file with EFC*)
- Statement of the Purpose of the Proceeds (*If a cash-out refinance*)
- Copy of both sides of cancelled contract deposit check (*If purchase*)
- Copy of current mortgage agreement and note and copy of both sides of cancelled checks (*if a refinance of a non-institutional mortgage*)
- Rent registration with local rent leveling board, if NJ multifamily property

* For Commercial Cooperative and Underlying Cooperative transactions be sure to use applicable Application.

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FEE SCHEDULE

Phase I Environmental Site Assessment: \$1,800 (If applicable)

Phase I with comprehensive dry cleaning examination: \$2,000 (If applicable)

Primary Property Type:

Multi-Family, Mixed-Use (Apartments and Stores), and Retail

Core Lending Areas:

New York: New York, Queens, Kings, Richmond, Bronx, Nassau, Suffolk and Westchester Counties

New Jersey: Hudson, Bergen, Essex, Union, Passaic, Somerset, Middlesex, Morris and Monmouth Counties

Connecticut: Fairfield County

Outside of Core Lending Areas (Requires a Fee Quote):

Pennsylvania: Philadelphia, Bucks, Montgomery, Delaware and Chester Counties

Massachusetts: Suffolk, Norfolk, Middlesex, Essex, Plymouth, Barnstable, Bristol and Worcester Counties

Florida: Dade, Broward, Palm Beach, Monroe, Collier, Lee, Charlotte, Sarasota, Manatee, Hillsborough, and Pinellas Counties.

Restrictions to Fees:

- Subject to change based on property type or location outside core lending areas.
- Loan amounts greater than \$1,500,000 will require a fee quote.
- Multiple properties or structures on same tax lot or properties with multiple tax lots may warrant an increased fee and require a special fee quote.
- New construction, unique or special use properties and properties with partial warehouse space may warrant an increase fee and require a special fee quote.
- Fee quotes are valid for 2 months.

Appraisals: Loan Amounts up to \$1,500,000

<u>Number of Units</u>	<u>Multi-Family</u>	<u>Mixed-Use</u>	<u>Number of Units</u>	<u>Retail</u>
1 to 4	\$1,250 (underlying co-op)	\$1,400	1 to 4	\$1,750
5 to 10	\$1,500	\$1,750	5 to 10	\$2,000
11 to 20	\$1,750	\$2,000	11 to 20	\$2,500
21 to 50	\$2,000	\$2,500	21+	\$3,000+
51 to 100	\$2,500	\$3,500		
101 to 200+	\$3,500+	\$4,000+		

Professional / Commercial Co-op or Condo: \$1,500 to \$3,000+ based on fee quote

1 to 4 Family (Luxury Homes may command a higher fee, based on a fee quote):

1 Family \$550 3 Family \$800

2 Family \$750 4 Family \$850

Co-op / Condo \$700

All Fees are non-refundable and are due a time of application.

I/We Acknowledge receipt of the Fee Schedule.

Signature

Date

Signature

Date



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COMMERCIAL MORTGAGE APPLICATION

MORTGAGE APPLIED FOR:					
Amount: \$	Rate: %	Term: Yrs.	Amortization: Yrs.	Points: Points	
PURPOSE OF MORTGAGE					
<input type="checkbox"/> PURCHASE OF SUBJECT PROPERTY		Source of Equity Funds (Cash and Other – Explain)			
Sales Price: \$	Cash Down Payment: \$				
Secondary Financing: \$	Interest Rate: %	Payment: \$	Maturity Date:	Payable To:	
<input type="checkbox"/> REFINANCE OF SUBJECT PROPERTY		Describe significant improvements made (last 12 months)			
Date Acquired:	Purchase Price: \$		Cost \$:		
Funds to be used to pay:					
First lien balance: \$	Maturity Date:	Payable to: Name & address		Account No.	
Second lien balance: \$	Maturity Date:	Payable to: Name & address		Account No.	
Remaining Funds to be used to:					
SUBJECT PROPERTY / PROPERTIES					
Prop. 1 Street Address:		City:	State:	County:	Zip:
No. of buildings:	No. of parking spaces:	No. of apartments:	No. of Comm:	Year built:	No. of Stories
Prop. 2 Street Address:		City:	State:	County:	Zip:
No. of buildings:	No. of parking spaces:	No. of apartments:	No. of Comm:	Year built:	No. of Stories
Prop. 3 Street Address:		City:	State:	County:	Zip:
No. of buildings:	No. of parking spaces:	No. of apartments:	No. of Comm:	Year built:	No. of Stories
Name of current resident manager or super:			Telephone Number: ()		
If purchased, management will be by (individual or firm's name & address)					

BORROWER INFORMATION

Borrower(s) will be: Individual Co-op Joint Venture Limited Partnership
 Corporation Trust Other General Partnership

State and Date of incorporation:	Title will be vested in (name, address, and telephone no. of ownership entity) _____
	()

Title is or will be: <input type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold	If the borrowing entity is a partnership, corporation, or trust, will the subject property be the sole asset? <input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

List below, the names of individual borrowers or general partners, if a partnership. If a corporate owner, list shareholders with 10% interest or more. If a cooperative, list shareholders with 20% interest or more. Under Title list "individual", "General Partner", "President", "Vice President", "Treasurer", "Stockholder", etc. as appropriate.

Name:	Address:	Title:	Share of ownership:
			%
			%
			%
			%

INDEMNIFICATION AND RELEASE AGREEMENT RE: RELEASE OF LENDER'S APPRAISAL: This Indemnification and Release agreement ("Agreement"), is given by the undersigned borrower(s) and guarantor(s) (if any) ("Indemnitor", whether one or more) in connection with Indemnitor's request that Emigrant Funding Corporation ("Lender") release a copy of the appraisal report ("Appraisal") prepared for Lender in connection with its review of a loan application submitted by Indemnitor to Lender. In consideration of Lender's release to Borrower of the Appraisal, and in order to induce Lender to release the Appraisal to Indemnitor, Indemnitor hereby agrees as follows: (a) The Appraisal was prepared for Lender's internal underwriting use and is provided to Indemnitor for Indemnitor's private informational purposes only; (b) The Appraisal may not be relied upon by Borrower nor by any prospective purchaser of lender, or any other person (collectively a "Third Party"); (c) Indemnitor shall keep the Appraisal confidential and shall not release the Appraisal or any portion thereof to any Third Party; and (d) Indemnitor shall indemnify, defend and hold Lender harmless from and against any and all cost, expense and liability (including the fees of counsel selected by Lender) incurred by Lender in connection with the release of the Appraisal to Indemnitor or the breach of this Agreement by Indemnitor.

AGREEMENT: The undersigned applies for the loan indicated in this application to be secured by a first mortgage or deed of trust on the property described herein, and represents that the property will not be used for any illegal or restricted purpose, and that all statements made in this application are true and are made for the purpose of obtaining the loan. Verification may be obtained from any source named in this application. I further authorize Emigrant Funding Corporation ("the Lender") to order a consumer credit report and verify other credit information including past and present mortgage, landlord references, student loans, automobile loans, and consumer loans. It is understood that a photocopy of this form will also serve as authorization. The original or a copy of this application will be retained by the Lender, even if the loan is not granted. I/we fully understand that it is a federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts or any of the materials submitted pursuant to this application as applicable under the provisions of Title 18, United States Code, Section 1014.

Borrower(s)' Signature	Date: _____	Co-Borrower(s)' Signature	Date: _____
Co-Borrower(s)' Signature	Date: _____	Co-Borrower(s)' Signature	Date: _____

Complete section below **ONLY IF** the Property is either an apartment or mixed-use building where apartments generate more than 50% of the income or comprise more than 50% of the square footage.

Demographic Information Addendum. This section asks about your ethnicity, sex, and race.

The purpose of collecting this information is to help ensure that all applicants are treated fairly and that the housing needs of communities and neighborhoods are being fulfilled. For residential mortgage lending, Federal law requires that we ask applicants for their demographic information (ethnicity, sex, and race) in order to monitor our compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to provide this information, but are encouraged to do so. You may select one or more designations for "Ethnicity" and one or more designations for "Race." **The law provides that we may not discriminate** on the basis of this information, or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, Federal regulations require us to note your ethnicity, sex, and race on the basis of visual observation or surname. The law also provides that we may not discriminate on the basis of age or marital status information you provide in this application. If you do not wish to provide some or all of this information, please check below.

BORROWER

Ethnicity: Check one or more

- Hispanic or Latino
 Mexican Puerto Rican Cuban
 Other Hispanic or Latino - Print origin: _____

For example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.

- Not Hispanic or Latino
 I do not wish to provide this information

Sex

- Female Male
 I do not wish to provide this information

Race: Check one or more

- American Indian or Alaska Native – *Print name of enrolled or principal tribe:* _____

- Asian
 Asian Indian Chinese Filipino
 Japanese Korean Vietnamese
 Other Asian – *Print race:* _____

For example: Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.

- Black or African American
 Native Hawaiian or Other Pacific Islander
 Native Hawaiian Guamanian or Chamorro Samoan
 Other Pacific Islander – *Print race:* _____
For example: Fijian, Tongan, and so on.

- White
 I do not wish to provide this information

CO- BORROWER

Ethnicity: Check one or more

- Hispanic or Latino
 Mexican Puerto Rican Cuban
 Other Hispanic or Latino - Print origin: _____

For example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.

- Not Hispanic or Latino
 I do not wish to provide this information

Sex

- Female Male
 I do not wish to provide this information

Race: Check one or more

- American Indian or Alaska Native – *Print name of enrolled or principal tribe:* _____

- Asian
 Asian Indian Chinese Filipino
 Japanese Korean Vietnamese
 Other Asian – *Print race:* _____

For example: Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.

- Black or African American
 Native Hawaiian or Other Pacific Islander
 Native Hawaiian Guamanian or Chamorro Samoan
 Other Pacific Islander – *Print race:* _____
For example: Fijian, Tongan, and so on.

- White
 I do not wish to provide this information

TO BE COMPLETED BY INTERVIEWER

B O R R O W E R	To Be Completed by Financial Institution (for application taken in person):	
	Was the ethnicity of the Borrower collected on the basis of visual observation or surname?	NO <input type="radio"/> YES <input type="radio"/>
	Was the sex of the Borrower collected on the basis of visual observation or surname?	NO <input type="radio"/> YES <input type="radio"/>
	Was the race of the Borrower collected on the basis of visual observation or surname?	NO <input type="radio"/> YES <input type="radio"/>
The Demographic Information was provided through:		
<input type="radio"/> Face-to-Face Interview (includes Electronic Media w/ Video Component) <input type="radio"/> Telephone Interview <input type="radio"/> Fax or Mail <input type="radio"/> Email or Internet		

C O - B O R R O W E R	To Be Completed by Financial Institution (for application taken in person):	
	Was the ethnicity of the Co-Borrower collected on the basis of visual observation or surname?	NO <input type="radio"/> YES <input type="radio"/>
	Was the sex of the Co-Borrower collected on the basis of visual observation or surname?	NO <input type="radio"/> YES <input type="radio"/>
	Was the race of the Co-Borrower collected on the basis of visual observation or surname?	NO <input type="radio"/> YES <input type="radio"/>
The Demographic Information was provided through:		
<input type="radio"/> Face-to-Face Interview (includes Electronic Media w/ Video Component) <input type="radio"/> Telephone Interview <input type="radio"/> Fax or Mail <input type="radio"/> Email or Internet		

Interviewers Information:	
_____	_____
Interviewer's Name	Name of Interviewer's Employer
_____	_____
Interviewer's Signature	_____
() _____	_____
Interviewer's Telephone Number	Address of Interviewer's Employer

EMIGRANT FUNDING

PERSONAL FINANCIAL STATEMENT

NOTE: THE FOLLOWING SENTENCE APPLIES IF THIS STATEMENT IS BEING COMPLETED ABOUT INDIVIDUALS AS BORROWER/CO-BORROWER: The Co-Borrower section and all other Co-Borrower questions must be completed and the appropriate box(es) checked if another person will be jointly obligated with the Borrower on the loan, or the Borrower is relying on income from alimony, child support or separate maintenance or on the income or assets of another person as a basis for repayment of the loan, the Borrower is married and resides, or the property is located in a community property state or another person or entity will be a guarantor of the loan.

1. Name of Individual as Borrower: (Please Print)		2. Name of Individual as Co-Borrower: (Please Print)	
Home Address:		Home Address:	
Employer: (name and address)		Employer: (name and address)	
Yrs with Employer:	Current Position:	Yrs with Employer:	Current Position:

GROSS ANNUAL INCOME		
Enter information applicable to person named in block 1 in column 1, and information applicable to person named in block 2 in column 2.	Column 1	Column 2
Employment Income (include overtime, bonuses and commissions)	\$	\$
Dividends/Interest	\$	\$
Net rental income	\$	\$
Other (describe) (Alimony, child support, or separate maintenance income need not be revealed if individuals do not choose to have it considered as a basis for repaying this loan.)	\$	\$
TOTAL	\$0.00	\$ 0.00
Social Security Number		

STATEMENT OF ASSETS AND LIABILITIES					
ASSETS		LIABILITIES			
Description	Cash or Market Value	Acct. Name (if not borrower's)	Mo. Pmt & Mos. Left to Pay	Upaid Balance	
Cash deposit toward purchase:	\$	List other debts incl. stock pledges:			
Checking and savings accounts (show names of institutions/acct nos.)			\$		\$
Bank:	\$		\$		\$
Acct. No.			\$		\$
Bank:	\$		\$		\$
Acct. No.			\$		\$
Stocks and bonds: (no. / description)	\$		\$		\$
Life insurance net cash value: Face amount (\$ _____)	\$		\$		\$
SUBTOTAL LIQUID ASSETS	\$ 0.00		\$		\$
Total market value of RE Owned:	\$	Enter total outstanding mortgages and liens from the RE Sched. on the next form (declarations form)			
Vested Interest in retirement fund:	\$		\$		\$
Net worth of business owned:	\$	Automobile loans:			
Automobiles (make and year)	\$	Other:			
Other:		TOTAL LIABILITIES (B)			
TOTAL ASSETS (A)	\$ 0.00	NET WORTH (C) (A minus B)			\$ 0.00

I HEREBY CERTIFY THE ABOVE TO BE TRUE AND CORRECT

Borrower's Signature

Co-Borrower's Signature

Date

Date

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DECLARATIONS

These Questions apply to both Borrower and Co-Borrower.

	Borrower	Co-Borrower
Individual Borrower Name (please print)		
Home Address:		
Social Security Number		
Date of Birth (Month/Day/Year)		

	Borrower		Co-Borrower	
	Yes	No	Yes	No
1. a. Are you a US Citizen? (if "yes" skip b. and c.)	<input type="checkbox"/>	<input type="checkbox"/>	1. a. <input type="checkbox"/>	<input type="checkbox"/>
b. If "no" are you a Resident Alien?	<input type="checkbox"/>	<input type="checkbox"/>	b. <input type="checkbox"/>	<input type="checkbox"/>
c. If "no" are you a Non-Resident Alien?	<input type="checkbox"/>	<input type="checkbox"/>	c. <input type="checkbox"/>	<input type="checkbox"/>
2. Do you have diplomatic immunity?	<input type="checkbox"/>	<input type="checkbox"/>	2. <input type="checkbox"/>	<input type="checkbox"/>
3. Do you intend to occupy the property as your primary residence?	<input type="checkbox"/>	<input type="checkbox"/>	3. <input type="checkbox"/>	<input type="checkbox"/>
4. Do you intend to operate an owner-occupied business at the property?	<input type="checkbox"/>	<input type="checkbox"/>	4. <input type="checkbox"/>	<input type="checkbox"/>
5. Are there any outstanding judgments against you?	<input type="checkbox"/>	<input type="checkbox"/>	5. <input type="checkbox"/>	<input type="checkbox"/>
6. In the last seven years, have you been the subject of a bankruptcy case?	<input type="checkbox"/>	<input type="checkbox"/>	6. <input type="checkbox"/>	<input type="checkbox"/>
7. Are you a party in a lawsuit? (If "yes" provide explanation on separate page)	<input type="checkbox"/>	<input type="checkbox"/>	7. <input type="checkbox"/>	<input type="checkbox"/>
8. For any legal, equitable, beneficial, or other interest owned in real estate properties.				
a. Payment(s) past due 30 days? (including forbearance agreement)	<input type="checkbox"/>	<input type="checkbox"/>	8. a. <input type="checkbox"/>	<input type="checkbox"/>
b. Foreclosure/deed in lieu of foreclosure action(s) taken?	<input type="checkbox"/>	<input type="checkbox"/>	b. <input type="checkbox"/>	<input type="checkbox"/>
c. Petition(s) in bankruptcy filed by the borrower?	<input type="checkbox"/>	<input type="checkbox"/>	c. <input type="checkbox"/>	<input type="checkbox"/>

SCHEDULE OF REAL ESTATE OWNED

List below, all real estate properties in which the borrower and each general partner, controlling shareholder with 10% or more interest or beneficiary of the borrower in a trust has any legal, equitable, beneficial or other interest.

1. Property Type Codes				2. Payment Status Codes (if any status other than current, attach explanation)			
R = Rental	C = Commercial	M = Mixed-Use		C = Current	D = Delinquent (payments 30 days or more past due)		
S = 1 - 4 Family	L = Land			F = Forbearance	B = Bankruptcy	F/C = Foreclosure	

PROPERTY INFORMATION					Amount of Mtgs. & Liens	Account Number
Property Address:					\$	
Property Type:	# of units	% Ownership	Present Market Value:			
Date of Purchase:	Price:	Lenders Name:	Payment Status:			
Property Address:						
Property Type:	# of units	% Ownership	Present Market Value:		\$	
Date of Purchase:	Price:	Lenders Name:	Payment Status:			
Property Address:						
Property Type:	# of units	% Ownership	Present Market Value:			
Date of Purchase:	Price:	Lenders Name:	Payment Status:		\$	
Property Address:						
Property Type:	# of units	% Ownership	Present Market Value:			
Date of Purchase:	Price:	Lenders Name:	Payment Status:			

I HEREBY CERTIFY THE ABOVE TO BE TRUE AND CORRECT

Borrower's Signature

Date

Co-Borrower's Signature

Date

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AUTHORIZATION FOR CREDIT AND PAYMENTS

I hereby authorize Emigrant Funding Corporation (EFC) to obtain any reports regarding credit, mortgage payment history, bank accounts or any other information it deems necessary to process my commercial mortgage application. Furthermore, I consent to allow EFC to communicate with any person, firm, or institution to verify the statements contained herein.

Applicant's Signature

Co-Applicant's Signature

Date

Date

PLEASE PRINT

APPLICANT'S INFORMATION

Applicant's Name

Social Security Number

Date of Birth

Home Address

Home Telephone Number

CO-APPLICANT'S INFORMATION

Co-Applicant's Name

Social Security Number

Date of Birth

Home Address

Home Telephone Number

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CONSENT TO USE OF TAX RETURN INFORMATION

Borrower/s: _____

Principal/s: _____

Property Address: _____

The undersigned, both personally and, if applicable, as a duly authorized representative(s) of the Borrower, understand, acknowledge, and agree that the Lender and Third Parties (as defined below) may obtain, use and share tax return information relating to me and/or the Borrower, whether provided to Lender directly or obtained from the Internal Revenue Service (“Tax Return Information”) for any of the following purposes: (i) providing an offer; (ii) originating, maintaining, managing, monitoring, servicing, selling, insuring, or securitizing a loan, line of credit, or other credit product or service (“Loan”); and (iii) as otherwise permitted by applicable law. The Lender includes the Lender’s subsidiaries, affiliates, agents, independent contractors, service providers and any successors and assigns of such parties. “Third Parties” means any actual or potential owners of a Loan, any actual or potential owners of a beneficial or other interest in a Loan, any mortgage insurer, any guarantor, any servicers or service providers for these parties, any other parties who Lender has a reasonable basis for sharing Tax Return Information, and any successors and assigns of such parties.

Signature

Date

Signature

Date

Signature

Date

Signature

Date

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INCOME AND EXPENSE STATEMENT

NOTE: We can accept a *signed* owner's printout in substitution for this form.

Property Address: _____			
<u>INCOME</u>	Last Actual Year: 201__	<u>INCOME</u>	Current Year Projected
Apartment Income:	\$ _____	Apartment Income:	\$ _____
Retail Income:	\$ _____	Retail Income:	\$ _____
Office Income:	\$ _____	Office Income:	\$ _____
Other Income: _____	\$ _____	Other Income: _____	\$ _____
Total Income (A) :	\$ 0.00	Total Income (A) :	\$ 0.00
<u>EXPENSES</u>	Last Actual Year: 201__	<u>EXPENSES</u>	Current Year Projected
Real Estate Taxes:	\$ _____	Real Estate Taxes:	\$ _____
Water & Sewer:	\$ _____	Water & Sewer:	\$ _____
Property Insurance:	\$ _____	Property Insurance:	\$ _____
Fuel (Oil /Gas)	\$ _____	Fuel (Oil /Gas)	\$ _____
Electric:	\$ _____	Electric:	\$ _____
Payroll:	\$ _____	Payroll:	\$ _____
Repairs & Maintenance:	\$ _____	Repairs & Maintenance:	\$ _____
Elevator Maintenance:	\$ _____	Elevator Maintenance:	\$ _____
Common Area Maintenance:	\$ _____	Common Area Maintenance:	\$ _____
Management:	\$ _____	Management:	\$ _____
Replacement Reserves:	\$ _____	Replacement Reserves:	\$ _____
Supplies:	\$ _____	Supplies:	\$ _____
Other: _____	\$ _____	Other: _____	\$ _____
Other: _____	\$ _____	Other: _____	\$ _____
Other: _____	\$ _____	Other: _____	\$ _____
Total Expenses (B) :	\$ 0.00	Total Expenses (B) :	\$ 0.00
NET OPERATING INCOME (C):	\$ 0.00	NET OPERATING INCOME (C):	\$ 0.00
(A minus B)		(A minus B)	

I HEREBY CERTIFY THE ABOVE TO BE TRUE AND CORRECT

Borrower's Signature

Date

Co-Borrower's Signature

Date

EMIGRANT FUNDING

REQUEST FOR VERIFICATION OF EMPLOYMENT

PART I – *Applicant* must complete items **1, 7 & 8**
 Lender must complete items **2, 3, 4, 5 & 6**

PARTS II & III – **Employer** should complete **either Part II or Part III** as applicable, and
 Sign and return directly to Emigrant Funding Corporation

PART I		REQUEST	
1. TO: (Fill in Name, Address and Phone Number of Employer)		2. REQUESTOR:	
NAME: _____		Attn: _____	
ADDRESS: _____		Emigrant Funding Corporation 6 East 43 rd Street, 10 th Floor New York, NY 10017	
TELEPHONE: _____		Tel: 212.850.4880 / Fax: 212.850.4881	
<i>I certify that this verification has been sent directly to the bank or depository and has not passed through the hands of the applicant or any other party.</i>			
3. SIGNATURE OF LENDER OR OFFICIAL		4. TITLE	
_____		5. DATE	
signature		6. EMIGRANT No.	
7. NAME AND ADDRESS OF APPLICANT (include employee or badge number.)		8. SIGNATURE OF APPLICANT	
_____		_____	

PART II			VERIFICATION OF PRESENT EMPLOYMENT																	
EMPLOYMENT DATA	PAY DATA																			
9. Applicant's Date of Employment:	12A. Current pay (enter amount and circle period)		12C. For military personnel only:																	
10. Present Position:	Annual Hourly \$ _____ Monthly Other: Weekly Specify _____		Pay Grade: _____																	
11. Probability of continued employment:	12B. Earnings		<u>Type</u> <u>Monthly Amt.</u>																	
13. If overtime or bonus is applicable, is its continuance likely? (circle answer)	<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><u>Type</u></th> <th style="text-align: left; padding: 5px;"><u>Year to Date</u></th> <th style="text-align: left; padding: 5px;"><u>Past Year</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Base Pay</td> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">\$ _____</td> </tr> <tr> <td style="padding: 5px;">Overtime</td> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">\$ _____</td> </tr> <tr> <td style="padding: 5px;">Commissions</td> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">\$ _____</td> </tr> <tr> <td style="padding: 5px;">Bonus</td> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">\$ _____</td> </tr> </tbody> </table>		<u>Type</u>	<u>Year to Date</u>	<u>Past Year</u>	Base Pay	\$ _____	\$ _____	Overtime	\$ _____	\$ _____	Commissions	\$ _____	\$ _____	Bonus	\$ _____	\$ _____	Base Pay \$ _____ Rations \$ _____ Flight or Hazard \$ _____ Clothing \$ _____ Quarters \$ _____ Pro Pay \$ _____ Overseas or Combat \$ _____		
<u>Type</u>	<u>Year to Date</u>	<u>Past Year</u>																		
Base Pay	\$ _____	\$ _____																		
Overtime	\$ _____	\$ _____																		
Commissions	\$ _____	\$ _____																		
Bonus	\$ _____	\$ _____																		
Overtime YES NO																				
Bonus YES NO																				
14. REMARKS: (if paid hourly, please indicate average hours worked each week during current and past year)																				
15. SIGNATURE OF EMPLOYER			16. EMPLOYER TITLE																	
_____			_____																	

PART III		VERIFICATION OF PREVIOUS EMPLOYMENT	
17. DATES OF EMPLOYMENT	18. SALARY/WAGE AT TERMINATION PER (circle period) YEAR MONTH WEEK		
19. REASON FOR LEAVING	Base _____ Overtime _____ Commissions _____ Bonus _____		
21. SIGNATURE OF EMPLOYER	20. POSITION HELD		
_____	_____		
21. SIGNATURE OF EMPLOYER	22. EMPLOYER TITLE		
_____	_____		

The confidentiality of the information you have furnished will be preserved except where disclosure is required by applicable law. The completed form is to be transmitted directly to Emigrant Funding Corporation and is not to be transmitted through the applicant or any other party.

- - - RETURN FORM **DIRECTLY** TO EMIGRANT FUNDING CORPORATION - - -

EMIGRANT FUNDING

REQUEST FOR VERIFICATION OF MORTGAGE

PARTS I & II – *Applicant* must complete all information
PART III – **Current Lender** should complete all applicable information, and Sign and return directly to Emigrant Funding Corporation

2. REQUESTOR:

 Attn: _____
 Emigrant Funding Corporation
 6 East 43rd Street, 10th Floor
 New York, NY 10017
 Tel: 212.850.4880 / Fax: 212.850.4881

PART I NAME AND ADDRESS OF LENDER

TO: (Fill In Name and Address of Current Lender)	MORTGAGE NUMBER:
NAME: _____	PROPERTY ADDRESS:
ADDRESS: _____	_____
ATTN: VERIFICATION OF MORTGAGE	_____

PART II APPLICANT'S INFORMATION AND AUTHORIZATION

APPLICANT'S NAME:	SOCIAL SECURITY No. or Tax ID No.
APPLICANT'S ADDRESS: _____	
I/WE THE UNDERSIGNED AUTHORIZE THE RELEASE OF INFORMATION REQUESTED BY EMIGRANT FUNDING CORPORATION.	
<input type="checkbox"/> <i>See attached for Authorization</i>	
_____ Applicant's Signature	_____ Date

PART III TO BE COMPLETED BY THE CURRENT LENDER

To Whom it may concern:

The Applicant(s) named above authorized the release of the below information in conjunction with an application for a loan. Please furnish us with this information. Thank you!

PAYMENT RECORD: GOOD SLOW POOR
 PRESENT STATUS OF LOAN: CURRENT IN ARREARS AMOUNT IN ARREARS \$ _____
 NUMBER OF TIMES LATE IN PAST 24 MONTHS: _____

DATE MADE	ORIGINAL AMOUNT	PRESENT BALANCE	MONTHLY PAYMENT P&I
TERMS	MATURITY DATE	INTEREST RATE	SECOND MORTGAGE ALLOWED?

HAS THE APPLICANT SOUGHT OR OBTAINED FOREBEARANCE OR FORECLOSURE DURING THE TERM OF THIS LOAN? YES NO
 IF YES, PLEASE EXPLAIN: _____

SIGNATURE OF LENDING OFFICIAL: _____ DATE: _____

The confidentiality of the information you have furnished will be preserved except where disclosure is required by applicable law. The completed form is to be transmitted directly to Emigrant Funding Corporation and is not to be transmitted through the applicant or any other party.

- - - RETURN FORM **DIRECTLY** TO EMIGRANT FUNDING CORPORATION - - -

EMIGRANT /// FUNDING

BROKER MEMO

PROPERTY ADDRESS: _____

This memo serves as notification to identify whether a mortgage broker is involved on the above referenced application:

MORTGAGE BROKER: YES NO

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT PERSON: _____

PHONE #: _____

FAX #: _____

E-MAIL: _____

Kindly indicate below as to whom the Commitment should be mailed to:

MORTGAGE BROKER BORROWER ATTORNEY OTHER
(address above)

NAME: _____

ADDRESS: _____

PHONE #: _____

FAX #: _____

EMIGRANT /// FUNDING

ENVIRONMENTAL REVIEW QUESTIONNAIRE

THIS FORM IS TO BE COMPLETED BY THE APPLICANT.

APPLICANT'S NAME: _____

PROPERTY ADDRESS: _____

1. What are the past and current uses of the property?

Industrial _____

Commercial _____

Residential _____

Undeveloped _____

Other _____

2. What is the most recent business activity at the site?

3. Any proposed changes to current use?

4. Are there any signs of contamination?

Lead Paint _____

Stained Oil or Concrete _____

Vegetation Damage _____

Foul or Unusual Odors _____

Oily Sheen or Discoloration of Surface Water _____

Other _____

5. Are any of these potentially asbestos - containing materials evident?

Sprayed-On Fireproofing _____

Pipe Wrap _____

Friable Ceiling Tiles _____

Acoustical Plaster _____

6. Were any chemicals or fuels handled at this site?

7. Are there now, or have there ever been any underground storage tanks on the property? If so, attach registration certificates.

8. Are there electrical transformers or capacitors on the property which may contain PCBs?

9. Are there groundwater wells on the property?

10. What are adjacent property uses?

11. Could the activities at adjacent business or properties pose potential environmental risks?

12. What insurance coverage, if any, is in effect for environmental matters? If none, please state "None".

13. Detail any contacts by any federal, state or local government agencies concerning environmental matters. Include any business and environmental permits.

14. Is there lead based paint that is not encapsulated at the premises? If so, please describe.

15. Have any law suits been instituted against you or any prior owner regarding environmental violations or problems, including suits brought by former tenants with respect to lead paint problems?

Signature: _____

Print Name: _____

Date: _____

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A SUBSIDIARY OF EMIGRANT BANK

Emigrant Funding Corporation

6 East 43rd Street, 10th Floor
New York, New York 10017

Telephone: 212.850.4880

Facsimile: 212.850.4881

State of New York
Division of Housing and Community Renewal (DHCR)
Office of Rent Administration
25 Beaver Street
New York, NY 10004

Re: Property Address _____

To Whom It May Concern:

FOR REFINANCE ONLY

I, (Current Owner) _____, am the owner of the above referenced property. I have applied for a mortgage on the property to which I authorize release of a historical DHCR Rent Roll on the above referenced property.

Attached:

- A copy of the current property deed
- Most recent tax bill
- A copy of the application

FOR PURCHASE ONLY

I, (Seller) _____, am the owner of the above referenced property. I have entered into a contract to sell the property to (Buyer) _____, who is applying for a mortgage with Emigrant Funding Corporation to which I authorize release of a historical DHCR Rent Roll on the above referenced property.

Attached:

- A copy of the current property deed
- Most recent tax bill
- A copy of the Contract of Sale
- A copy of the application

Thank you for your cooperation.

Sincerely,

Signature

EMIGRANT /// FUNDING

CONTACT INFORMATION FORM

Applicant(s) Name: _____

In order to facilitate your commercial mortgage request, please provide the following information:

Property Inspection and Appraisal Contact: Please list the name and telephone number of the person to be contacted to arrange an appointment or the inspection and appraisal of the subject property.

Name: _____ Telephone: _____

Owner Superintendent Occupant Realtor Other

Your Attorney:

Name: _____

Firm: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Seller's Attorney (If purchasing subject property):

Name: _____

Firm: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Mortgage Broker (If applicable):

Name: _____

Firm: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Real Estate Broker (If applicable):

Name: _____

Firm: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

EMIGRANT FUNDING

BUSINESS OR COMMERCIAL LOAN PURPOSE CERTIFICATION

I (We) understand that Emigrant is a business and commercial lender, and does not make loans for personal family or household purposes. No part of proceeds of the loan applied for will be used for personal, family, or household purposes of any borrower or principal of the borrower. As part of the processing of your loan application, it is necessary that you advise Emigrant Funding Corporation (“Emigrant”, and including the affiliates of Emigrant) as to the business or commercial purpose of your loan. Please confirm the business or commercial purposes of your loan by carefully reviewing this certification form, checking all applicable boxes below, and signing, dating and returning this certificate to Emigrant. Please provide any additional information below or, if necessary on a separate attached sheet, signed and dated by all borrowers. Copies of documentary evidence of the purposes of the loan may be attached. This certificate is part of your application, and your application may not be processed until it is completed and signed by all borrowers and returned to Emigrant. Emigrant is relying on the truth of your statements provided in this certification.

The primary purposes of the loan applied for are the following business or commercial purposes:

- 1. To fund the acquisition, refinance, maintenance or repair of one or more parcels of commercial real estate for business, commercial or investment purposes.
- 2. To fund the purchase of equipment, inventory or supplies to be used solely in the primary business or occupation of one or more borrowers.
- 3. To expand a borrower’s primary business.
- 4. To consolidate, pay off, reduce the debt cost or extend the term of existing business or commercial debt.
- 5. To fund operating or capital expenses of a borrower’s primary business.
- 6. To fund capital or other improvements to the property securing the loan applied for. Please describe in detail on a separate sheet.
- 7. None of the foregoing statements 1 through 6 are accurate. Please provide detailed information regarding the purposes of the loan below:

I (We) make this certification for the benefit of Emigrant and its successors and assigns, with the knowledge that Emigrant is relying on the truth of my statements provided herein. I (We) will promptly inform Emigrant in writing in the event any statement herein or on a separate sheet submitted herewith becomes wholly or partially inaccurate or incomplete.

Borrower Signature

Date

Co-Borrower Signature

Date

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IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.

What This Means for Individuals

- When an individual opens an account or requests credit, we will ask for their name, residence address, date of birth, tax identification number, and other information that allows us to identify them. We may also ask to see a driver's license, passport, or other identifying documents.

What This Means for Other Legal Entities

- When a corporation, partnership, trust, or other legal entity opens an account or requests credit, we will ask for the entity's name, physical address, tax identification number, and other information that will allow us to identify the entity. We may also ask to see other identifying documents, such as certified articles of incorporation, partnership agreements, or a trust instrument.
- We may report information about your account to credit bureaus. Late payments, missed payments and other defaults on your account may be reflected in your credit report.

UNLAWFUL INTERNET GAMBLING NOTICE: In accordance with the requirements of the Unlawful Internet Gambling Enforcement Act of 2006 (UIGEA) and Regulation GG, this notice is to inform you that restricted transactions are prohibited from being processed through your account or relationship with our Institution. Restricted transactions generally include, but are not limited to, those in which credit, electronic fund transfers, checks, or drafts are knowingly accepted by gambling businesses in connection with the participation by others in unlawful Internet gambling.

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A SUBSIDIARY OF EMIGRANT BANK

EQUAL CREDIT OPPORTUNITY ACT

CREDIT DENIAL DISCLOSURE

If credit is not extended for any reason, you have the right to a written statement of the specific reasons for the denial. To obtain the statement, please contact Emigrant Funding Corp., 6 East 43rd Street, 10th Floor, New York, NY 10017 within 60 days from the date you are notified of your decision. We will send you a written statement of reasons for the denial within 30 days of receiving your request.

Notice: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); or because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is:

FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, Missouri 64106

RIGHT TO RECEIVE COPY OF APPRAISAL REPORT

We may order an appraisal to determine the property's value and charge you for this appraisal. We will promptly give you a copy of any appraisal, even if your loan does not close. You can pay for an additional appraisal for your own use at your own cost.

If you have any questions regarding this application, please call 212-850-4880.