



Cooperative Project Questionnaire	
Project Name:	
Property Address:	
City, State, Zip:	
County/Borough:	Co-op Tax ID#:

Section 1: General Project Information				
1	Are the units of the project?	ATTACHED		
2	Total # of <b>Buildings</b> in entire project			
3	<b>Total Units</b>			
	Total # of Residential Units			
	Total # of Non-Residential Units (Commercial, Professional, etc.)			
	Total # of Units Complete			
	Total # of Units Sold or Under Legal Contract			
	<b>Occupancy/Ownership</b>			
	Total # of Units <b>Owner Occupied</b>			
	Total # of Units <b>Investor/Sublet</b>			
	Total # of Units <b>Co-op Owned</b> (Treasury Share Units)			
	Total # of Units <b>Sponsor/Holder of Unsold Shares - Vacant*</b>			
	Total # of Units <b>Sponsor/Holder - Tenant Occupied (Market Rent)</b>			
	Total # of Units <b>Sponsor/Holder - Tenant Occupied (Regulated Rent)</b>			
	*Of the vacant Sponsor/Holder owned units, how many are being marketed for sale?			
4	Number of shares issued and outstanding for the cooperative corporation?			
5	Are all units, common elements, and facilities within the project or subject legal phase 100% complete?		YES	NO
	5a. If NO, describe any incomplete phases/units/areas:			
6	Is the project subject to additional phasing or annexation?		YES	NO
7	Is the Sponsor/Developer still in control?		YES	NO
	7a. Date when control was turned over?			
8	Are any of the common areas still owned by the Sponsor/Developer?		YES	NO
9	Does any single person or entity own more than one unit in the project?		YES	NO
	9a. If YES, how many units are owned by each person or entity?			
10	Do the project's governing documents permit subletting with board approval?		YES	NO
	10a. If NO, does this restriction apply to lenders in the event of foreclosure?		YES	NO
	<i>Please provide documentation to support the restriction on subletting as necessary.</i>			
Section 2: Project Characteristics				
11	Does the project contain any of the following?			
	11a. Hotel/motel/resort services, mandatory or voluntary rental pooling arrangements, or other restrictions on the unit owner's ability to occupy the unit?		YES	NO
	11b. Restrictions on year-round occupancy (e.g., blackout dates, timeshares, or segmented ownership)		YES	NO
	11c. Resale restrictions, Live Work Residency, Limited Equity, or Mitchell Lama?		YES	NO



	If YES, please explain:			
	11d. Manufactured Homes or Houseboats?		YES	NO
	11e. Mandatory fee-based memberships to a 3 <sup>rd</sup> party for use of project amenities or services?		YES	NO
	11f. Supportive or continuing care for seniors or for residents with disabilities?		YES	NO
12	Is any part of the project used for commercial/non-residential purposes?		YES	NO
	12a. If YES, what is its percent of the total project square footage?			
	12b. What types of businesses use the space?			
13	Does each unit have its own heating and cooling system?		YES	NO
	13a. If NO, are each of the units separately metered?		YES	NO
14	Is the Co-op part of a condominium project (Condom)? If YES, provide the condominiums most recent 2 years audited financials.		YES	NO
15	Is the project a conversion of an existing building?		YES	NO
	15a. If YES, when was the conversion completed?			
	15b. Was the conversion a Full-Gut (down to shell of structure, including replacement of all HVAC, plumbing and electrical components) or Non-Gut conversion?		FULL-GUT	NON-GUT
	15c. If completed within the last 3 years, <b>provide</b> a copy of the original conversion report.			
<b>Section 3: Sponsor/Holder of Unsold Shares</b>				
16	Name(s):	Phone #:		
17	Sponsor's/Holders total number of shares? (Itemize if more than one Holder)			
18	Sponsor's/Holders total monthly maintenance fee?			
19	Sponsor's/Holders total monthly rental income from unsold shares?			
20	Are maintenance fees current for all shares/units?		YES	NO
21	Last Attorney General Amendment filed?			
22	Are Sponsor shares/units pledged as collateral for a loan? If YES, advise below...		YES	NO
	Lienholder:	Maturity Date:		
23	Does the Sponsor have an ownership interest or other rights in the project's real estate or facilities other than the interest or rights to the unsold units?		YES	NO
<b>Section 4: Legal &amp; Financial Information</b>				
24	Does the project qualify as a Residential Co-op as defined by IRS Rule 216?		YES	NO
25	Is the project subject to Ground Rent/Lease?		YES	NO
26	Proprietary Lease expiration date?			
27	How many shareowners are <b>30</b> or more days delinquent on financial obligations to the Co-op?			
28	How many shareowners are <b>60</b> or more days delinquent on financial obligations to the Co-op?			
29	Does the Co-op limit the percentage of financing?		YES	NO
	29a. If YES, maximum financing or LTV/CLTV the Co-op will permit?			
30	Does the Co-op impose a Flip Tax/Transfer Fee/Waiver of Option Fee? If YES, see below...		YES	NO
	30a. If YES, is the amount of Tax/Fee profit based?		YES	NO
	30b. Are institutional lenders exempt from payment in the event of foreclosure?		YES	NO
	30c. Method of calculation?			
31	Will any Tax Abatements expire within the next 3 years?		YES	NO
	31a. If YES, explain:			



32	Is the Co-op currently involved in any active or pending litigation, mediation, or arbitration?	YES	NO
	32a. If YES, <b>provide</b> a litigation disclosure that describes a) the nature of the claim; b) if the insurance company is defending the claim; and c) the estimated amount of the claim.		
33	Are there any Judgments or Mechanic's Liens filed against the Co-op?	YES	NO
34	Does the Co-op have a blanket/underlying mortgage? If YES, provide...	YES	NO
		FIRST MORTGAGE	
		SECOND MORTGAGE	
	Lienholder:		
	Mortgage Balance:		
	Maturity Date:		
	Monthly Payment:		
	Interest Rate:		
	Balloon Mortgage:	YES	NO
	Mortgage Rate Type:	FIXED	ARM
		YES	NO
		FIXED	ARM
35	Does the Co-op have a line of credit? If YES, provide below...	YES	NO
	Lienholder:	Credit Limit:	
36	Were all the mortgage payments current over that past 12 months?	YES	NO
37	Does the Co-op accept/use the standard Aztec Recognition Agreement? (If a rider to the Lender's approved Aztec Recognition Agreement is required, please provide.)	YES	NO
38	Is the Co-op managed by a management company?	YES	NO
39	Does the Co-op and/or management company adhere to one or more of the following financial controls?	YES	NO
	<ul style="list-style-type: none"> <li>Separate bank accounts are maintained for the working account and the reserve account, each with appropriate access controls, and the bank in which funds are deposited sends copies of the monthly bank statements directly to the Co-op</li> <li>The management company maintains separate records and back accounts for each Co-op that uses its services, and the management company does not have the authority to draw checks on, or transfer funds from, the reserve account of the Co-op.</li> <li>Two members of the Board of Directors must sign any checks written on the reserve account.</li> </ul>		
<b>Section 5: Building Safety, Structural Integrity, Soundness, or Habitability</b>			
40	When was the last building inspection by a professional or authority?		
41	Did the last inspection find significant deferred maintenance or unsafe conditions?	YES	NO
	41a. If YES, have recommended repairs been completed?	YES	NO
	41b. Do the findings relate to safety, soundness, structural integrity, or habitability?	YES	NO
	<i>Please <b>provide</b> a copy of the inspection and HOA meeting minutes to document findings and action plan.</i>		
42	Is the Co-op aware of any significant deferred maintenance or unsafe conditions that were not reported on the last inspection?	YES	NO
43	Are there any outstanding building enforcement code issues at this time or expected in the future? If YES, please <b>provide</b> notice from the authority.	YES	NO
44	Does the project have a preventative maintenance plan and schedule?	YES	NO
	44a. If YES, are reserves being adequately funded to support these?	YES	NO
45	Are there any current special assessments or future contemplated special assessments against shareowners? If YES, <b>provide</b> meeting minutes and the following:	YES	NO
	45a. What is the total amount of the special assessment?		
	45b. What are the terms of the special assessments?		
	45c. What are the special assessments for?		



**Section 5: Management Company & Preparer Information**

I, the undersigned, certify that to the best of my knowledge and belief, the information and statements contained on the form and the attachments are true and correct.

Company Name:

Address:

Preparer's Name:

Title:

Preparer's Signature:

Phone #:

Email Address:

Date Completed:



**Cooperative Common Expense Addendum**

Project Name:	
Applicant:	Unit:
Property Address:	
City, State, Zip:	
County/Borough:	Co-op Tax ID#:

**Unit Specific Common Expenses**

1	How many Shares are allocated to the unit?				
2	How much are Maintenance Fees for the unit?				
	2a. Pay frequency of Maintenance Fee?	Monthly		Quarterly	Annual
3	Special Assessments charged to the shareowner?				
	3a. Pay frequency of Special Assessment?	Monthly		Quarterly	Annual
	3b. Purpose of Special Assessment?				
	3c. When do they expire?				

**Preparer's Information**

Preparer's Name:	Title:
Preparer's Signature:	Phone #:
Email Address:	Date Completed: