

Request For Cooperative Project Information

To: _____
Address: _____

Individual Loan Information is as follows:
Borrower(s) Name: _____
Cooperative Project Name: _____
Property Address and Unit #: _____

This form was developed to facilitate the collection of cooperative project information for appraisers and lenders by standardizing the reporting format because the availability of financing often depends on the management agent's, the cooperative board's, or the project sponsor's/developer's willingness to provide requested information (for underwriting consideration) in a timely manner. Either the management agent, the cooperative board, or the project sponsor/developer can complete this form.

Please complete this form by answering all questions or by indicating "Unknown" or "N/A" (Not Applicable). Do not limit your responses to the spaces provided; attach an addendum, if necessary. If you have any questions or need any assistance, please contact the requestor indicated below. This form includes the Cooperative Project Information that most lenders, investors, and mortgage insurers require for evaluating project eligibility. We appreciate your cooperation in providing the requested information.

Requestor (Signature): _____
Name: _____
Title: _____
Company Name: _____
Address: _____
Telephone Number: _____

How many units in the project have been sold within the last year? _____ Attach list of comparable sales for the subject unit indicating, at least, the following: Address, Number of Shares, Contract Date, Closing or Settlement Date, Seller, Lender, Size, Condition, and Monthly Maintenance Fees.
Does the cooperative project include or own any commercial units? ☐ Yes ☐ No If Yes, describe units _____

Number of shares issued and outstanding for the Cooperative Corporation: _____
Is the Sponsor or Builder/Developer in Control of the Cooperative Corporation? ☐ Yes ☐ No
Is the Sponsor or Builder/Developer offering any types of sales or financing concessions (such as, a maintenance fee rebate or credit, etc.) with the transfer of units in the project? ☐ Yes ☐ No If Yes, describe: _____

Are any of the project facilities leased to or by the Cooperative Corporation? ☐ Yes ☐ No If Yes, describe which facilities and note any fees for their use: _____

Is the subject project the recipient of any tax abatements or exemptions? ☐ Yes ☐ No If Yes, note their remaining term, provisions for escalation of real estate taxes, and dollar amount: _____

Are any of the units in the project subject to a stock transfer fee (such as, waiver of option fees, flip taxes, etc.)? ☐ Yes ☐ No If Yes, describe: _____

How many owners of units in the project are two or more months delinquent in the payment of their financial obligations to the Cooperative Corporation? _____
Does any single entity (including the same individual, investor group, partnership, or corporation, as well as the developer or sponsor) own more than 10% of the stock or shares in the Cooperative Corporation and the related occupancy rights? ☐ Yes ☐ No If Yes, describe: _____

PROJECT BLANKET FINANCING

Lien Priority	FIRST	SECOND	OTHER (_____)
Lien Type (Mortgage, Line of Credit, Wraparound, Etc.)	_____	_____	_____
Mortgage Balance	\$ _____	\$ _____	\$ _____
Balloon Mortgage (Y/N)	_____	_____	_____
Remaining Term	_____	_____	_____
Monthly Payment	\$ _____	\$ _____	\$ _____
Interest Rate	_____ %	_____ %	_____ %
Fixed/Variable Rate	_____	_____	_____
Lienholder	_____	_____	_____

PROJECT OCCUPANCY STATUS

Unit Ownership and Occupancy	# of Units	% of Project
Owner Occupied		
Sponsor/Developer-Vacant		
Sponsor/Developer-Tenant Occupied (Market Rent)		
Sponsor/Developer-Tenant Occupied (Regulated Rent)		
Investor-Vacant		
Investor-Tenant Occupied (Market Rent)		
Investor-Tenant Occupied (Regulated Rent)		
Total		

I, THE UNDERSIGNED, AS AN AUTHORIZED REPRESENTATIVE OF THE (INDICATE ONE): ☐ MANAGEMENT AGENT, ☐ COOPERATIVE BOARD, ☐ SPONSOR/DEVELOPER, OR ☐ OTHER (DESCRIBE) _____, CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION AND STATEMENTS ON THIS FORM (AND THE ATTACHMENTS, IF APPLICABLE) ARE TRUE AND CORRECT.

Signature of Authorized Representative _____
Name of Authorized Representative _____
Name of Organization _____
Address _____
Telephone Number _____
Date _____

Instructions

Request for Cooperative Project Information

A lender or an appraiser may use this form to request a cooperative project's management agent, board of directors, or sponsor/developer to provide certain information about the project that is needed in the evaluation of whether the project is one from which Fannie Mae will accept cooperative share loans.

Copies

Original.

Print this form

This form must be printed on legal size paper, using portrait format. When printing this form, you must use the "shrink to fit" option in the Adobe Acrobat print dialogue box.

Instructions

We do not require the use of this form. It offers only an optional means for an appraiser or a lender to collect cooperative project information. Whether or not this form is used, the lender remains responsible for determining the most appropriate method for obtaining project information, as well as for the accuracy of the information it obtains.

SAMPLE