



# barrett capital corporation

## CREDIT APPLICATION

### Co-op/Condo Information:

Date: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail/Web Site: \_\_\_\_\_

Federal Tax Identification #: \_\_\_\_\_

**Building Demographics:** (age, # floors, # of units, size range of units (s/f & #BR), % commercial, amenities, tax abatements)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### The Request:

Loan Amount: \$ \_\_\_\_\_

List in detail what the funds will be used for and the estimated amount associated with each use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Please forward copies of any accepted contractor's bid/proposal and engineer's report (if available) on the project]

Plan to repay the loan: \_\_\_\_\_  
\_\_\_\_\_

### Additional Information to be submitted with the application:

#### Financial Information

- a. Financial statements for past 2 fiscal years plus interim year to date
- b. Actual v. Budget Comparison for past fiscal year and current year (including year to date)
- c. Pro Forma budget including new Debt Service if applicable
- d. Detail current list of receivables showing obligor's name, unit number & amount due.

#### Building Information

- By-Laws and Declarations inclusive of all subsequent amendments
- List of Board Members showing name, title and contact information
- Assessment Collection Policy
- Listing of all Unit Owners with names, unit number and mailing address
- Listing of Lawsuits brought by or brought against the building (excluding foreclosures)
- Copy of current Reserve Study (if available)
- As of the date of this Credit Application:

a. Number of units held by absentee owners (for rent/sponsors) \_\_\_\_\_



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- b. Number of multiple unit owners \_\_\_\_\_
- c. Number of units bank or government owned \_\_\_\_\_
- d. Number of units in foreclosure process \_\_\_\_\_
- e. Estimated market value of units (i.e. average 2 BR) \_\_\_\_\_

### Insurance Information (showing types and levels of coverage) for:

- a. Building and Personal Property
- b. General Liability
- c. Umbrella Coverage
- d. Directors' & Officers'
- e. Workers' Compensation
- f. Evidence of Manager's Fidelity Bond

### President's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

### Financial Contact's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

### Management Company: \_\_\_\_\_

Property Manager Contact: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

### CPA: \_\_\_\_\_

Firm: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

### Attorney: \_\_\_\_\_

Firm: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

### Insurance Co./Broker: \_\_\_\_\_

Firm: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_