

WINTER & COMPANY

COMMERCIAL REAL ESTATE FINANCE

LIST OF ITEMS REQUIRED TO UNDERWRITE FINANCING FOR A COMMERCIAL CO-OP OR CONDOMINIUM UNIT

1. FULL PHYSICAL DESCRIPTION OF THE SPACE including square footage.
2. WILL IT BE OWNER-OCCUPIED OR SUBLET?

If sublet, provide a summary of all the leases showing escalations and expirations

If owner-occupied, description/history of business occupying space, and bio/resume of principal(s)

Corporate financial statement, last two (2) years' profit and loss statement for business(es) & last two (2) years' 1040 tax returns for Principal(s) owning 10% or more.
3. IF ACQUISITION, PROVIDE COPY OF FULL EXECUTED CONTRACT OF SALE.
4. IF REFI, PRICE ORIGINALLY PAID FOR PROPERTY, date of purchase and summary of current financing.
5. IF THERE WILL BE SIGNIFICANT RENOVATION OR CONSTRUCTION, summary of the process, time frame, permits needed, budget, improvements to be made, and work to be performed.
6. LAST TWO (2) YEARS' FINANCIAL STATEMENTS for the co-op corporation or condo association.
7. COOPERATIVE OR CONDOMINIUM BUILDING DETAILS including number of floor, number of units, number of owner occupied units.
8. PHOTOGRAPHS OF UNIT.
9. PERMISSION TO RUN CREDIT REPORT (S): Go to FORMS and then CREDIT REPORT AUTHORIZATION at www.winterandcompany.com and print the pdf file. (Please make copies for each individual in the case of a corporation or partnership, complete and fax back to 212-532-1222).