



# MULTIFAMILY PRESERVATION FINANCE PROGRAMS LOAN APPLICATION

## SECTION I: APPLICANT INFORMATION

Date of Application \_\_\_\_\_

Please fill out application as completely as possible for all properties in need of assistance. If you do not know the answer, please leave the field blank and HPD staff will be available to assist.

Contact Information	Name	Phone	Email	Address
<b>Property Owner</b>				
<b>Contact Person for Application</b>				
<b>Developer / Principal (if applicable)</b>				
<b>Property Manager/ Management Company</b>				
<b>Technical Assistance Provider/Other Contact</b>				
Property Information				
<b>Project Information</b>	<b>Number of Buildings:</b> _____	<b>Number of Units:</b> _____	<b>Are there rent stabilized or rent controlled units in the property?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
<b>Property Type</b> <i>(Check all that apply)</i>	<input type="checkbox"/> 1-4 unit <input type="checkbox"/> 5+ units <input type="checkbox"/> Elevator <input type="checkbox"/> More than 6 floors above basement or street level			
<b>Owner occupied?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Ownership Type</b>	<input type="checkbox"/> Individual owner <input type="checkbox"/> LLC <input type="checkbox"/> HDFC rental <input type="checkbox"/> HDFC Co-op <input type="checkbox"/> Mitchell-Lama <input type="checkbox"/> Condo <input type="checkbox"/> Co-op			
<b>Was the property previously financed with LIHTC?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
<b>Does the property have HUD financing or Project-Based Section 8?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
<b>Children 6 yrs or younger residing in building(s)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			

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**SECTION II: APPLICANT QUESTIONNAIRE**

Please answer all questions to the best of your ability.

<p><b>How did you hear about HPD's loan programs?</b> <i>(Check all that apply)</i></p>	<p><input type="checkbox"/> Mailing  <input type="checkbox"/> HPD Website  <input type="checkbox"/> Elected Official  <input type="checkbox"/> Property Owner Clinic  <input type="checkbox"/> Organization Referral  Specify: _____</p> <p><input type="checkbox"/> Landlord Ambassadors Program  <input type="checkbox"/> Landlord Resource Clinic  <input type="checkbox"/> Retrofit Accelerator  <input type="checkbox"/> Community Retrofit NYC  <input type="checkbox"/> Other  Specify: _____</p>
<p><b>Have you previously received financial assistance from HPD for this project?</b> <i>(Check all that apply)</i></p>	<p><input type="checkbox"/> Loan  <input type="checkbox"/> Tax Exemption  <input type="checkbox"/> Other  Specify: _____</p>
<p><b>Are you interested in any of the following technical assistance services?</b> <i>(Check all that apply)</i></p>	<p><input type="checkbox"/> Loan Closing Due Diligence / Project Management  <input type="checkbox"/> Legal Assistance  <input type="checkbox"/> Property Management  <input type="checkbox"/> Project Feasibility and Financial Analysis  <input type="checkbox"/> Construction Management</p>
<p><b>What issues are you facing as a building owner?</b> <i>(Check all that apply)</i></p>	<p><input type="checkbox"/> High real estate taxes  <input type="checkbox"/> High water costs  <input type="checkbox"/> High debt service payments  <input type="checkbox"/> Arrears/Unpaid bills  <input type="checkbox"/> High energy costs</p> <p><input type="checkbox"/> Rent collection  <input type="checkbox"/> Lead paint and/or peeling paint  <input type="checkbox"/> Housing Code Violations  <input type="checkbox"/> Renovation needs  <input type="checkbox"/> Other  Specify: _____</p>
<p><b>Are you interested in pre-development financial assistance (paying for building assessment/IPNA, environmental testing, technical assistance services, etc.)?</b></p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> Unsure</p>
<p><b>Are any of the buildings for which you are applying for a loan currently in any of the following HPD programs?</b> <i>(Check all that apply)</i></p>	<p><input type="checkbox"/> Underlying Conditions Program  <input type="checkbox"/> Alternative Enforcement Program (AEP)  <input type="checkbox"/> Landlord Ambassadors Program (LAP)  <input type="checkbox"/> In Rem Action  <input type="checkbox"/> 7A Administration</p>
<p><b>How many properties do you own in NYC (including the property you reside in, if you own it)?</b></p>	

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### SECTION III: DETAILED PROPERTY INFORMATION & REPAIR NEEDS

Projects with more than 4 properties, please include the below information in a separate attachment.

Property Location	Property 1	Property 2	Property 3	Property 4
<b>Address</b>				
<b>Borough</b>				
<b>Block / Lot</b>				
Acquisition	Property 1	Property 2	Property 3	Property 4
<b>Year Built</b>				
<b>Date Purchased</b>				
<b>Last Renovation (Yr)</b>				
Property Details	Property 1	Property 2	Property 3	Property 4
<b># Residential Units</b>				
<b># Vacant Units</b>				
<b># Super Units</b>				
<b># Commercial Units</b>				
<b>TOTAL UNITS</b>				
Regulatory	Property 1	Property 2	Property 3	Property 4
<b>Existing Property Tax Exemption/Abatement</b> <i>(Check all that apply)</i>	<input type="checkbox"/> J-51 <input type="checkbox"/> Mitchell-Lama/Art II <input type="checkbox"/> DAMP <input type="checkbox"/> Art. IV <input type="checkbox"/> SIP <input type="checkbox"/> Art. V <input type="checkbox"/> UDAAP <input type="checkbox"/> Art. XI <input type="checkbox"/> 421-a <input type="checkbox"/> 420-c <input type="checkbox"/> Veteran's <input type="checkbox"/> STAR <input type="checkbox"/> SCHE <input type="checkbox"/> STAR	<input type="checkbox"/> J-51 <input type="checkbox"/> Mitchell-Lama/Art II <input type="checkbox"/> DAMP <input type="checkbox"/> Art. IV <input type="checkbox"/> SIP <input type="checkbox"/> Art. V <input type="checkbox"/> UDAAP <input type="checkbox"/> Art. XI <input type="checkbox"/> 421-a <input type="checkbox"/> 420-c <input type="checkbox"/> Veteran's <input type="checkbox"/> STAR <input type="checkbox"/> SCHE <input type="checkbox"/> STAR	<input type="checkbox"/> J-51 <input type="checkbox"/> Mitchell-Lama/Art II <input type="checkbox"/> DAMP <input type="checkbox"/> Art. IV <input type="checkbox"/> SIP <input type="checkbox"/> Art. V <input type="checkbox"/> UDAAP <input type="checkbox"/> Art. XI <input type="checkbox"/> 421-a <input type="checkbox"/> 420-c <input type="checkbox"/> Veteran's <input type="checkbox"/> STAR <input type="checkbox"/> SCHE <input type="checkbox"/> STAR	<input type="checkbox"/> J-51 <input type="checkbox"/> Mitchell-Lama/Art II <input type="checkbox"/> DAMP <input type="checkbox"/> Art. IV <input type="checkbox"/> SIP <input type="checkbox"/> Art. V <input type="checkbox"/> UDAAP <input type="checkbox"/> Art. XI <input type="checkbox"/> 421-a <input type="checkbox"/> 420-c <input type="checkbox"/> Veteran's <input type="checkbox"/> STAR <input type="checkbox"/> SCHE <input type="checkbox"/> STAR
<b>Existing Regulatory Agreement or Use Restriction?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Renovation Needs	Property 1	Property 2	Property 3	Property 4
<b>Building Envelope</b> <i>(Check all that apply)</i>	<input type="checkbox"/> Roof / Parapet <input type="checkbox"/> Façade / Masonry <input type="checkbox"/> Local Law 11 <input type="checkbox"/> Windows <input type="checkbox"/> Insulation <input type="checkbox"/> Other_____	<input type="checkbox"/> Roof / Parapet <input type="checkbox"/> Façade / Masonry <input type="checkbox"/> Local Law 11 <input type="checkbox"/> Windows <input type="checkbox"/> Insulation <input type="checkbox"/> Other_____	<input type="checkbox"/> Roof / Parapet <input type="checkbox"/> Façade / Masonry <input type="checkbox"/> Local Law 11 <input type="checkbox"/> Windows <input type="checkbox"/> Insulation <input type="checkbox"/> Other_____	<input type="checkbox"/> Roof / Parapet <input type="checkbox"/> Façade / Masonry <input type="checkbox"/> Local Law 11 <input type="checkbox"/> Windows <input type="checkbox"/> Insulation <input type="checkbox"/> Other_____
<b>Building Wide Systems</b> <i>(Check all that apply)</i>	<input type="checkbox"/> Elevator <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Other_____	<input type="checkbox"/> Elevator <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Other_____	<input type="checkbox"/> Elevator <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Other_____	<input type="checkbox"/> Elevator <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Other_____
<b>Energy Efficiency</b> <i>(Check all that apply)</i>	<input type="checkbox"/> Boiler <input type="checkbox"/> Insulation <input type="checkbox"/> Energy Efficiency / Water Conservation <input type="checkbox"/> Solar <input type="checkbox"/> Other_____	<input type="checkbox"/> Boiler <input type="checkbox"/> Insulation <input type="checkbox"/> Energy Efficiency / Water Conservation <input type="checkbox"/> Solar <input type="checkbox"/> Other_____	<input type="checkbox"/> Boiler <input type="checkbox"/> Insulation <input type="checkbox"/> Energy Efficiency / Water Conservation <input type="checkbox"/> Solar <input type="checkbox"/> Other_____	<input type="checkbox"/> Boiler <input type="checkbox"/> Insulation <input type="checkbox"/> Energy Efficiency / Water Conservation <input type="checkbox"/> Solar <input type="checkbox"/> Other_____
<b>In-unit replacement</b> <i>(Check all that apply)</i>	<input type="checkbox"/> Lead Paint Abatement <input type="checkbox"/> Bathroom <input type="checkbox"/> Kitchen <input type="checkbox"/> Other_____	<input type="checkbox"/> Lead Paint Abatement <input type="checkbox"/> Bathroom <input type="checkbox"/> Kitchen <input type="checkbox"/> Other_____	<input type="checkbox"/> Lead Paint Abatement <input type="checkbox"/> Bathroom <input type="checkbox"/> Kitchen <input type="checkbox"/> Other_____	<input type="checkbox"/> Lead Paint Abatement <input type="checkbox"/> Bathroom <input type="checkbox"/> Kitchen <input type="checkbox"/> Other_____

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### SECTION IV: EXISTING DEBT AND/OR ARREARS

Projects with more than 4 properties, please include the below information in a separate attachment.

First Mortgage	Property 1	Property 2	Property 3	Property 4
<b>Lender</b>				
<b>Origination Date</b>				
<b>Maturity Date</b>				
<b>Original Principal Balance</b>				
<b>Current Interest Rate</b>				
<b>Fixed or Variable Rate?</b> <i>(Check one)</i>	<input type="checkbox"/> Fixed <input type="checkbox"/> Variable			
<b>Monthly Debt Service Payments</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>Is the loan in arrears?</b> <i>(If yes, specify amount)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____			
<b>Do you intend to refinance?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure			
<b>Do you make escrow amounts?</b> <i>(Check all that apply)</i>	<input type="checkbox"/> Property Taxes <input type="checkbox"/> Water/Sewer <input type="checkbox"/> Insurance <input type="checkbox"/> Reserve Account	<input type="checkbox"/> Property Taxes <input type="checkbox"/> Water/Sewer <input type="checkbox"/> Insurance <input type="checkbox"/> Reserve Account	<input type="checkbox"/> Property Taxes <input type="checkbox"/> Water/Sewer <input type="checkbox"/> Insurance <input type="checkbox"/> Reserve Account	<input type="checkbox"/> Property Taxes <input type="checkbox"/> Water/Sewer <input type="checkbox"/> Insurance <input type="checkbox"/> Reserve Account
Municipal Arrears	Property 1	Property 2	Property 3	Property 4
<b>Property Tax Arrears (Department of Finance)</b> <i>(If yes, specify amount)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____			
<b>Are you in a payment plan with DOF?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure			
<b>Water/Sewer Arrears (Department of Environmental Protection)</b> <i>(If yes, specify amount)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____			
<b>Are you in a payment plan with DEP?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure			

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**SECTION V: APPLICATION CHECKLIST & ATTACHMENTS**

Please review the checklist items below. If you do not have an electronic version of the Income and Expense statement or Rent Roll, you may use the attached templates.

Checklist Items	
<b>REQUIRED</b>	<input type="checkbox"/> Three (3) Years Income and Expense Statements, template attached if needed ( <i>if three (3) years are not available, the most recent year will be acceptable</i> ) <input type="checkbox"/> Rent Roll identifying apartment number, size, rent, lease begin and end dates and whether or not tenant receives a monthly subsidy, template attached if needed
<b>SUPPLEMENTAL</b>	<input type="checkbox"/> Deed to property <input type="checkbox"/> DHCR Annual Rent Registration Filing ( <i>most recent year, if applicable</i> ) <input type="checkbox"/> Existing Mortgage and Promissory Note ( <i>if applicable</i> ) <input type="checkbox"/> Existing Regulatory Agreement ( <i>if applicable</i> ) <input type="checkbox"/> Land Disposition Agreement (LDA) ( <i>if applicable</i> ) <input type="checkbox"/> Department of Environmental Protection Payment Plan ( <i>if applicable</i> ) <input type="checkbox"/> Department of Finance Payment Plan ( <i>if applicable</i> ) <input type="checkbox"/> Evidence of Current Property Tax Exemption/Abatement ( <i>if applicable</i> ) <input type="checkbox"/> Certificate of Occupancy ( <i>if available</i> ) <input type="checkbox"/> Integrated Physical Needs Assessment (IPNA)* or other engineering analysis <input type="checkbox"/> Local Law 11 Report <input type="checkbox"/> Energy Audit <input type="checkbox"/> Benchmarking Report <input type="checkbox"/> Contractor Estimates

\* For more details on how to procure an IPNA please see our website:

<https://www1.nyc.gov/site/hpd/developers/development-programs/integrated-physical-needs-assessment.page>

**Submission Instructions:**

Application with required supporting documentation (listed in Section V) must be completed and submitted to HPD at [hpdpres@hpd.nyc.gov](mailto:hpdpres@hpd.nyc.gov). Applications must be filled out as completely as possible and will only be processed if all required checklist items listed above are submitted with the application. Please include any supplemental checklist items, if available, with your application. Any questions for filling out applications or for more information on HPD's loan programs, please call 212-863-8626 or email [hpdpres@hpd.nyc.gov](mailto:hpdpres@hpd.nyc.gov).