

Checklist for New York Co-op Lender's Policy Application

Although the requirements may vary slightly from transaction to transaction, the following documents are required to be provided to the Company with sufficient time to permit review before policy issuance. Other documents may be required, based upon the review of the following.

I. Application for Insurance:

- Fill out an Application.

II. Transaction Documents:

- Loan commitment/Contract for Sale: provide if one exists.
- A copy of the Security Agreement/Pledge Agreement should be provided. (Note: A supergeneric (general) description ("all the Debtor's cooperative interests, wherever located") cannot be accepted. Include parking spaces or parking rights and storage units, if applicable. The unit number should be taken from the lease, as the number on the door, intercom, or mailbox may not correspond to the number on the lease. This is especially true when two units have been combined and are used as one apartment.)
- Copies of the existing shares of the seller(s)
- Copy of the board approval for the Debtor/Buyer
- Copies of the duly authorized recognition agreement (if the cooperative association is a corporation, look for a corporate seal on this Agreement)
- Copy of the stock power for the Debtor/Buyer's shares
- Copy of the new Proprietary Lease issued to the Debtor/Buyer
- Written statement from the management company that there are no unpaid maintenance or assessment charges
- Copy of the financing statement to be filed. The financing statement must include a properly completed Cooperative Addendum.

III. Searches, Filing, and Termination

- Obtain evidence that the debtor name is correct. If an individual, provide a current New York Driver's License. If a registered organization, provide a current certified good standing certificate, articles of formation and the related operating agreement/limited partnership agreement/by-laws (and all amendments thereto).
- A search of the real property records is required to locate any existing loans collateralized by the cooperative interest.
- UCC searches should be run in the county in New York in which the Coop is located for each Seller named on the lease and for each Debtor/Buyer. We can run the searches or will accept current searches from a Company approved search company.
- If prior financing statements exist, the prior lender should deliver a termination statement at the closing. There should also be a written statement from the existing lender authorizing the Company to file the termination statement.
- Written Debtor/Buyer authorization to file the financing statement (if the financing statements are to be filed prior to the closing)