

BANK QUESTIONNAIRE

What is a Bank Questionnaire?

If you are buying a Co-op, Condominium or refinancing your mortgage the lender requires completion of a bank questionnaire.

A bank questionnaire is a financial disclosure document that requests detailed information about the property you are buying or refinancing.

The bank wants information on the year the building was built, type of Construction, total number of apartments, total apartments “sold”, total Apartments “unsold” total shares of the cooperation, shares sold, shares unsold, terms of the mortgage, amount in the reserve fund, recent and planned capital improvements, internal controls and more.

THE FOLLOWING IS THE PROCEDURE TO SUBMIT A BANK QUESTIONNAIRE TO OUR OFFICE.

**Mail or Express Mail the bank questionnaire, together with payment to Robert Orlofsky Realty, Inc, 7 Bryant Crescent
Suite 1-C, White Plains, NY 10605**

Attn: Josephine Vieni

Make sure your name, the property and apartment number are indicated on the questionnaire and check. Check is payable to “Robert Orlofsky Realty, Inc.” All questionnaires are required to be submitted with the check. We do not accept questionnaires by email.

Fee Schedule for questionnaires are as follows:

\$250 – 1 to 2 pages

\$300– 3 to 4 pages

\$350 – 5 to 6 pages

\$400 – 7 to 8 pages

Please allow 5 to 7 business days for completion of the questionnaire. Please be sure to add the contact information on your questionnaire so it may be emailed to you. Due to the active market our office has been inundated with questionnaires and will process them as soon as possible. Please note that if there is more than one questionnaire, you will be charged for each questionnaire submitted. We do not accept questionnaires in the form of an email.

If you have any questions, please email jvieni630@gmail.com