

# Multifamily Finance Group

## Collateral Information Questionnaire

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

Property Address: \_\_\_\_\_

Prepared by: \_\_\_\_\_

The purpose of this questionnaire is to provide additional factual information regarding physical attributes, occupancy agreements and operational characteristics of the property for use in the appraisal and underwriting processes. The primary elements supported with the profile include:

**Please answer each question explaining any "Yes" answers below:**

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Does the property contain commercial income that accounts for more than 25% of the annual gross potential income? If YES then please explain  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Does the property rent space units where liquor, beer or wine is served to customers and consumed on-site? If YES then please explain   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Does the property show evidence of having been converted from its initial intended and permitted use – such as from a house or from a motel? If YES then please explain   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Does the property include land parcels that do not share a common lot line (that are not contiguous)? If YES then please explain  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Does the property contain aluminum wiring?  |
| <input type="checkbox"/> | <input type="checkbox"/> | a) Is there aluminum wiring running from the electrical sub-panel to the major appliances (stove, refrigerator, air conditioner)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | b) If answered "yes" to question (a), is the appliance plugged into a properly wired, code compliant 220 volt outlet?; If no, is the appliance plugged into a properly lugged standard 115 volt outlet?  |
| <input type="checkbox"/> | <input type="checkbox"/> | c) Is there aluminum wiring going to all other receptacles other than the major appliances?  |
| <input type="checkbox"/> | <input type="checkbox"/> | d) If answered "yes" to question (c), are the receptacles pigtailed with retrofitted copper and fastened with a lug-nut?   |
| <input type="checkbox"/> | <input type="checkbox"/> | e) Is there knob & tube wiring present?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Does the property operate with seasonal occupancy? If YES then please explain   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Does the property operate as furnished housing (Furniture provided by the landlord)? If so, identify the units and their bedroom count mix. If YES then please explain  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Is the property subject to rent control restrictions either by public law or under any other agreement? If YES then please explain  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Does the property have subsidized rental (Section 8) occupancy? If so, all Section 8 leases & addenda are required with submission of loan package. If YES then please explain  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Does the property have tenancy restrictions or conditions attached to the property based upon zoning, permit, HUD, municipality or other enablement agreements that set aside tenancy allocations? If YES then please explain  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Does the property have rooming house tenancy (i.e. – where initial lease occupancy terms are less than six months and/or rent paid more frequently than monthly)? If YES then please explain   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Has the property in the past 12 months offered: 1) rent concessions, or 2) other rent abatement techniques? If YES then please explain   |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Has the borrower been made aware of any prior testing of the property for any of the following: (A) radon; (B) asbestos; (C) lead hazards; (D) chemical contamination of the soil or ground water; (E) underground subsidence risk; or (F) performance of a Phase 1 Environmental Study? If YES then please explain  |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Is the property heated by oil supplied by an underground oil tank, or are any unused underground tanks present? If YES then please explain   |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Is the property within 1/8 mile of any facility that generates or handles materials that could be considered toxic or hazardous in nature: e.g. dry cleaner, service station, oil change facility, etc.? If YES then please explain  |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Is the property a Mobile Home Park with less than 15 pads and has more than 25% park owned models? If YES then please explain  |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Is the property within a Zone 3 or 4 as defined by the FEMA Seismic Zone Map?  |
| <input type="checkbox"/> | <input type="checkbox"/> | a) Is the property built on or next to a hill with a slope exceeding a 30 degree angle? If YES, then property is <b>INELIGIBLE</b> .   |
| <input type="checkbox"/> | <input type="checkbox"/> | b) Is the loan amount requested greater than \$1,500,000 with a joint LTV greater than 55% with any one of the following characteristics: 1) Basic structural system other than wood frame, 2) Tuck-under parking greater than 30.00% of the footprint of the building, 3) Subterranean parking built prior to 1980 or having a solid/sheer wall equating less than 30% of the perimeter, or 4) Soft Story where more than 50% of the structure is built above a retail store with a large store display? If YES, then a PL is needed. <b>Complete attached Seismic Questionnaire.</b> |

\_\_\_\_\_  
Borrower/Guarantor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Multifamily Finance Group

### Seismic Questionnaire

If answered YES to question 17b on the Collateral Information Questionnaire. Please provide the following information regarding the subject below, which will need to be accurate in order to order a PL report. The PL Report is ordered from a web-site and the turn-around time is within several minutes. There is no fee to the borrower for the PL report, however, if any information below is inaccurate (with the exception of #7) upon review of the appraisal or any other reports during the Underwriting phase, MFG reserves the right to re-order the PL at Borrower's expense of \$160.00.

If there are non-contiguous properties being registered, complete a Seismic Questionnaire for each separate non-contiguous apartment complex.

1. Construction Type (Basic Structural System): Choose One
2. Year Built:
3. Number of Stories:
4. Soft Story: **Enter NO if:** 1) Tuck-under parking equal to or less than 30% of the footprint of the building. Tuck Under Parking refers to a building with more than 30.00% of the structure built above a street-level parking garage. If tuck under parking is present, it is classified as a soft-story condition; 2) Subterranean Parking built in 1980 or after having a solid/sheer wall equating to at least 30% of the perimeter. Subterranean refers to a structure below the first floor with solid/shear wall construction, equating to at least 30.00% of the perimeter. The solid/shear wall construction must be composed of concrete; or 3) Soft Story where 50% or less of the structure is built above a retail store with a large store display. Soft Story refers to a building in which one story, usually the ground floor, is particularly tall, or more than 30.00% of the structure is built above a parking garage or more than 50.00% of the structure is built above a retail store with a large display window, **OTHERWISE Enter YES.**
5. Has the property been retrofitted:  NO  Unknown  YES (if YES please provide supporting documentation).
6. Building Shape: Choose One
7. Torsion: Is the Building  Symmetric or  Asymmetric  Unknown  

(Symmetric is a mirror image would be the same if split in half (or the length to width ratio is less than 2:1), otherwise it is Asymmetric. If not sure, default to unknown.)
8. Foundation Type (\*see definitions below): Choose One

\*Definitions:

- **Masonry Basement:** Basement made of mason (mason = a wall usually made of stone).
- **Concrete Basement:** Basement made of concrete.
- **Masonry Wall:** Foundation of masonry built partially below and above ground (not a basement).
- **Crawlspace – Cripple wall:** A crawlspace is an unfinished, accessible space below the first floor of a structure that is usually less than full story height. Cripple wall is made of wood framed studs that support the structure from the foundation.
- **Crawlspace – Masonry:** A crawlspace where instead of wood framed studs supporting the structure from the foundation, masonry supports the structure from the foundation.
- **Post & Pier:** Wood posts (spaced 4 to 8 feet) toe-nailed to the wood girder which is part of the first floor framing and the bottom of the wooden posts are supported by concrete pads (typically pyramid in shape) which may or may not be embedded into the ground.
- **Footings:** A foundation that prevents excessive settlement or movement by distributing building loads directly to the soil.
- **Mat/slab:** A floor of reinforced concrete.
- **Pile:** A foundation made of beams driven into the soil. The beams can be solid wood or hollow steel beams filled with concrete.