

# **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 corporation, shares sold, shares unsold, terms of 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, New York 10605  
Att: Josephine Vieni**

**Make sure your name, the property and apartment number are indicated on the questionnaire and your check.**

**Fee Schedule for questionnaire is as follows:**

**\$200 for a 1 to 2 page questionnaire**

**\$250 for a 2 to 4 page questionnaire**

**\$300 for a bank questionnaire of more than 5 pages**

**Allow 3 – 5 business days for completion of the questionnaire.**

**Due to record low interest rates and a very active market our office has been inundated with questionnaires and will process yours as quickly as we can.**

**If you have any questions, please call (914) 328-6962**