Application
for
Financial Assistance

Town of Islip IDA
40 Nassau Avenue
Islip, New York 11751
Phone 631.224.5512
Fax 631.224.5532
APPLICANT INSTRUCTIONS

In order for a Town of Islip IDA Application to be reviewed in a timely manner, it must be complete. All questions must be answered and all required attachments must be included.

Use “None” or “Not Applicable” where necessary.

Part VI—Bond Information, need only be completed by applicants for Taxable or Tax Exempt Industrial Development Bonds.

All applicants must submit an original and two (2) copies of all documents to the Agency.

All applications must be accompanied by a $500 non-refundable fee to the Town of Islip Industrial Development Agency, and a $500 non-refundable fee to the Town of Islip for the EAF Review required by the State Environmental Quality Review Act (SEQRA). (If the project has already undergone a SEQRA review during the preview process, then applicant can submit the completed EAF for the one attached to the application).

APPLICANT CHECKLIST

☑️ I have completed all sections of the attached application.

☑️ I have signed and notarized the Certification Section (Part VII-A).

☑️ I have signed Part VII-B regarding the Fee Structure for all IDA transactions.

☑️ I have attached all company financial information required by Part VIII-A.

☑️ I have completed and signed the Environmental Assessment Form required by SEQRA. (If the project has already undergone a SEQRA review during a previous process, substitute the completed EAF for the one that was attached to this application).

☑️ I have completed and signed Form RP485-b as required by Real Property Tax Law.

☑️ I have submitted the original and two (2) copies of all application materials to the Agency for review.

☑️ I have submitted an application fee check for $500 payable to the Town of Islip IDA.

☑️ I have submitted a $500 check payable to the Town of Islip for the SEQRA review. (If the project has already undergone a SEQRA review during a previous process, and the applicant substitutes the completed EAF for the one attached to the application, the $500 SEQRA fee is waived).
PART I    Company (Owner/User) Data
PART II   Project Data
PART III  Employment/Sales Data
PART IV   Construction Schedule
PART V    Project Costs/Financing
PART VI   Certifications
PART VII  Required Attachments
  1. Financial Information
  2. EAF
  3. RP 485-b
I. OWNER & USER DATA

A. Owner Data

1. Company Name **Hauppauge Office Park Associates, LLC**
   Current Address **1520 Northern Boulevard, Manhasset, NY 11030**

2. Company Officer certifying this application
   Name **Fred Colin**
   Mailing Address **1520 Northern Boulevard, Manhasset, NY 11030**
   Telephone [Redacted]
   Email [Redacted]

3. Business Type
   - [ ] Sole Proprietorship
   - [ ] General Partnership
   - [ ] Limited Partnership
   - [ ] Limited Liability Company
   - [ ] Not-for-profit Corporation
   - [ ] Privately Held Corporation
   - [ ] Education Corporation
   - [ ] Other
   - [ ] Public Corporation—Listed on [Redacted] Exchange

4. State of Incorporation **New York**

5. Principal Officers
   - Name **Fred Colin**
   - Title **Manager**

6. Principal Stockholders
   - Name **Eva Colin Usdan; Samuel Colin; Arnold Wolowitz; Gerri S. Zetlin; SBW Realty Holding LLC; Numerous Family Trusts**

7. Owner's Legal Counsel
   - Name **Peter L. Curry, Esq.**
   - Firm Name **Farrell Fritz, P.C.**
   - Address **1520 RXR Plaza, Uniondale, NY 11556-1320**
   - Telephone [Redacted]
   - Email pcurry@farrellfritz.com

8. Bank References

9. Major Trade References
   **Strike Force Maintenance Corp., 648-11 Middle Country Road, St. James, NY 11780**

10. Nature of Business
    (i.e., "manufacturer of ___ for ___ industry" or "warehouse distributor of ___" or "real estate holding company")
    **Real Estate Holding Company**

11. NAICS Code [Redacted]
    For help determining your NAICS code, please visit [http://www.naics.com](http://www.naics.com)
I. OWNER & USER DATA

B. User Data  

For co-applicants, where a tenant/landlord relationship will exist between the owner and the user, the user must occupy at least 50% of the square footage of the facility

1. Company Name
   Current Address

2. Company Officer certifying this application
   Name
   Mailing Address
   Telephone
   Fax
   Email

3. Business Type
   □ Sole Proprietorship
   □ General Partnership
   □ Limited Partnership
   □ Limited Liability Company
   □ Not-for-profit Corporation
   □ Privately Held Corporation
   □ Education Corporation
   □ Other
   □ Public Corporation—Listed on ______________________ Exchange

4. State of Incorporation

5. Principal Officers
   Name               Title

6. Principal Stockholders
   Name               Title

7. User’s Legal Counsel
   Name
   Firm
   Address
   Telephone
   Fax
   Email

8. Bank References

9. Major Trade References

10. Nature of Business
    (i.e., “manufacturer of ______ for ______ industry” or “warehouse distributor of ______” or “real estate holding company”)

11. NAICS Code
    For help determining your NAICS code, please visit http://www.naics.com
II. PROJECT DATA

A. Location

1. Street Address 888 and 898 Veterans Highway, Hauppauge, New York
2. Tax Map

<table>
<thead>
<tr>
<th>District #</th>
<th>Section #</th>
<th>Block #</th>
<th>Lot #</th>
</tr>
</thead>
<tbody>
<tr>
<td>0500</td>
<td>01400</td>
<td>0300</td>
<td>001002, 002000, 009000, 26.6</td>
</tr>
</tbody>
</table>
3. Acreage 24.96
4. Municipal Jurisdictions
   Town Islip
   Village
   School District Hauppauge

B. Description (Check all that apply)

- [ ] New Construction ___________ Square Feet
- [ ] Addition to Existing Facility ___________ Square Feet
- [ ] Acquisition of Existing Facility ___________ Square Feet
- [ ] Acquisition & Renovation of Existing Facility ___________ Square Feet
- [ ] Purchase of New Machinery & Equipment
- [ ] Other (specify) Renovation & Redevelopment of Existing Facility

C. Related Facilities

1. Are other facilities or related companies located within the state? [ ] Yes [ ] No
   Address 878 Realty Co., LLC is a wholly-owned subsidiary of the Owner, and is entering into a separate transaction with the Agency.
2. If yes to above (C-1), will any of these facilities close or be subject to reduced activity? [ ] Yes [ ] No
3. If yes to above (C-2), please describe:

D. Real Estate Search

1. Has the company actively sought sites in another state or outside the New York metropolitan region? [ ] Yes [ ] No
2. If yes to above (D-1), please list the states/regions considered:

E. Present Owner

1. Who is the current legal owner of the site? Hauppauge Office Park Associates, LLC
2. Is there a purchase option or other legal or common control in the project? [ ] Yes [ ] No
3. Is there an existing or proposed lease for the project? [ ] Yes [ ] No
4. If yes to either above (E-2 or E-3), please explain (i.e. purchase price, term of lease):
II. PROJECT DATA

F. Project Narrative

1. Describe the project in detail, emphasizing the following:
   A. Specific operations of the company to be conducted at the project premises
      (product manufactured/warehoused, services rendered)
   B. Proposed product lines and market demands
   C. Need for the new facility
   D. Square footage of the old facility
   E. Square footage of the new facility
   F. Type of building to be constructed
   G. Major equipment to be purchased

   The Applicant is willing to undertake a leasing campaign to lease two existing office buildings to a new group of tenants. Allstate Insurance Company is currently occupying approximately 40,000 square feet in the subject buildings. The Agency has induced a transaction whereby Allstate will lease a new building to be built on a site contiguous to the subject buildings. The new building will be completed and occupied by the end of 2014.

   Of course, Allstate’s departure from its existing leased premises will leave a large vacancy, and reduce the income of the existing buildings by more than 20%. Given the current office market, the Applicant will be required to undertake significant renovations of public and leased areas, and tenant fit-out, to attract replacement tenants. Additionally, the Applicant believes that the replacement tenants will typically require smaller premises, which will increase infrastructure expenses and require a longer period to complete the lease-up of the buildings.

2. For pollution controls, also describe:
   A. Type of pollution to be abated
   B. Method of abatement
   C. Existing orders of environmental agencies

   N/A
III. EMPLOYMENT/SALES DATA

A. Employees

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>First year upon completion</th>
<th>Second year upon completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Part time</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Seasonal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>3.5</td>
<td>3.5</td>
<td>3.5</td>
</tr>
</tbody>
</table>

B. Payroll

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>First year upon completion</th>
<th>Second year upon completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total $</td>
<td>225,000</td>
<td>231,750</td>
<td>238,700</td>
</tr>
</tbody>
</table>

C. Average Annual Wages

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>First year upon completion</th>
<th>Second year upon completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total $</td>
<td>54,000</td>
<td>56,000</td>
<td>57,500</td>
</tr>
</tbody>
</table>

D. Sales

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>First year upon completion</th>
<th>Second year upon completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total $</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IV. PROJECT CONSTRUCTION SCHEDULE

A. Key Dates (proposed)

1. Construction commencement
   - September, 2014

2. Construction completion
   - June, 2015-June, 2017

3. Building Occupancy
   - June, 2015-December, 2017

B. Please check if any of the following applications/permits have been filed for the project:
   (Check all that apply)

   - Change of Zone
   - Special Use
   - Variance
   - Interior Alterations
   - Building
   - Site plan
V. PROJECT COSTS/FINANCING

A. Estimate the costs necessary for the construction, acquisition, rehabilitation, improvement and/or equipping of the project.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Land</td>
<td>$</td>
</tr>
<tr>
<td>2. Site Work</td>
<td>$</td>
</tr>
<tr>
<td>3. Building (new construction)</td>
<td></td>
</tr>
<tr>
<td>4. Building (rehabilitation)</td>
<td>$3,600,000</td>
</tr>
<tr>
<td>5. Engineering &amp; Architectural Fees</td>
<td>$550,000</td>
</tr>
<tr>
<td>6. Machinery &amp; Equipment</td>
<td></td>
</tr>
<tr>
<td>7. Other (specify) Commissions</td>
<td>$720,000</td>
</tr>
</tbody>
</table>

TOTAL PROJECT COST: $4,870,000

The above sum represents the expenditures through November 30, 2017. The Owner will spend approximately $1,700,000 in additional capital expenditures after that date and to November 30, 2021.

B. How does the company propose to finance the project?

<table>
<thead>
<tr>
<th>Amount</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tax Exempt IDB*</td>
<td></td>
</tr>
<tr>
<td>2. Taxable IDB*</td>
<td></td>
</tr>
<tr>
<td>3. Conventional Mortgage (with IDA sale/leaseback)</td>
<td></td>
</tr>
<tr>
<td>4. Owner/User Self-Financing (with IDA sale/leaseback)</td>
<td></td>
</tr>
<tr>
<td>5. JDA/SBA</td>
<td></td>
</tr>
<tr>
<td>6. Other loans</td>
<td></td>
</tr>
<tr>
<td>7. Company/Owner Equity contribution</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL AMOUNT FINANCED: $
Over next 4 (8) years
Month & Year

* The Agency Fee of one-half of a basis point (.005) will be applied against the total project cost or, where applicable, against the amount of the IDB issuance.
VI. CERTIFICATIONS

A. Applicant Responsibilities

Fred Colin being deposed and says that he (a) is a/the Manager of Hauppauge Office Park Associates, LLC, the entity named in the attached application, or (b) is the individual named in the attached application; that s/he has read the foregoing application and knows the contents thereof; and that the same is true of his/her knowledge.

Deponent further says that s/he is duly authorized to make this certification on behalf of her/himself or on behalf of the entity named in the attached application. The grounds of deponent’s belief relative to all matters in said application which are not stated upon his/her own personal knowledge are investigations which deponent has caused to be made concerning the subject matter of this application as well as, if deponent is not an individual applicant, information acquired by deponent in the course of his/her duties in connection with said entity and from the books and papers of said entity.

As (a) the representative of said entity, or (b) the individual applicant (such entity or individual applicant hereinafter referred to as the “Applicant”), deponent acknowledges and agrees that the Applicant shall be and is responsible for all costs incurred by the Town of Islip Industrial Development Agency (hereinafter referred to as the “Agency”), acting on behalf of the Applicant in connection with this application and all matters relating to the provision of financial assistance to which this application and all matters relating to the provision of financial assistance to which this application relates. If, for any reason whatsoever, the Applicant fails to conclude or consummate necessary negotiations or fails to act within a reasonable or specified period of time to take reasonable, proper or requested action or withdraws, abandons, cancels or neglects the application, then upon presentation of an invoice, the Applicant shall pay to the Agency, its agents or assigns, all actual costs incurred with respect to the application up to that date and time, including fees to transaction counsel for the Agency and fees of general counsel for the Agency. Upon the successful conclusion of the transaction contemplated herein, the Applicant shall pay to the Agency an administrative fee set by the Agency, in accordance with its fee schedule in effect on the date of the foregoing application, which amount is payable at closing.

Print Name Fred Colin
Title Manager

NOTARY
Sworn to before me this 22nd day of October, 2013

[Notary Seal]
VI. CERTIFICATIONS

B. Fee Structure

1. Application Fee—$500.00
An application for IDA assistance must be accompanied by a non-refundable fee of $500 plus a $500 fee for the Town of Islip review of Environmental Assessment Form as required by the State Environmental Quality Review Act (SEQRA). (The $500 fee will be waived if the applicant’s project has already undergone a SEQRA review during a previous process, i.e. site plan, building permit, change of zone, etc.)

2. Agency Fee—.005
Upon closing of any IDA project, the Agency will assess an administrative fee of one-half of a basis point (.005) against the size of the project. For IDB projects, the .005 will be measured against the final bond amount. For straight-lease transactions, the .005 will be measured against the projected total costs.

3. Agency Counsel—$150 per hour
The Town of Islip Town Attorney’s Office acts as counsel to the Town of Islip IDA and must be reimbursed for time spent on IDA-related transactions. The Agency counsel bills all time spent on IDA matters at $150 per hour. For IDA closings up to $5 million, the Agency counsel bills a minimum of $2,500. For projects greater than $5 million, the Agency counsel bills a minimum of $3,500. For all other activities, i.e. terminations, simple consents and waivers, transfer of assets, etc., the Agency counsel will bill at the aforementioned $150 per hour.

4. Processing Fee—$250
During the course of IDA ownership/involvement, the Agency may occasionally be required, by the company, to consent to a variety of items, i.e. pre-payment of bonds, second mortgages, additional secured financing, etc. The Agency will charge a $250 processing fee for each of these requests.

5. Assignments & Assumptions—$1,500
Occasionally, the IDA is asked to transfer benefits that were assigned to the original company, i.e. PILOT or mortgage recording tax benefits, to a different company, typically upon a sale of the IDA property. The new company often wishes to continue IDA involvement with the property in order to retain the IDA incentives. The Agency will charge a $1,500 fee for each of these transactions.

6. Bond/Transaction Counsel—fee negotiated separately
While the Town of Islip IDA is represented locally by the Town of Islip Town Attorney’s Office, a separate Bond/Transaction Counsel is also necessary on any IDA project. Bond/Transaction counsels render “third party” opinions that the bond or straight lease transaction is authorized under all federal, state and local statutes. Bond/Transaction counsels also prepare all documents related to IDA transactions and coordinates all activities leading up to closing. The Town of Islip IDA has designed the firm of Nixon Peabody, LLP as its Bond/Transaction counsel and all fees are separately negotiated with them.

I have read and understand the aforementioned explanation of the fees associated with all Town of Islip Industrial Development Agency transactions.

Name ________________________________
Fred Colin, as Manager of Hauppauge Office Park Associates, LLC
VII. REQUIRED ATTACHMENTS

A. Financial Information
   (Attach the following financial information of the owner and user)

   1. Financial statements for the last two fiscal years (unless included in the Owner’s
      or User’s Annual Report)
   
   2. Owner’s or User’s Annual Reports (or Form 10-k’s) for the two most recent fiscal
      years
   
   3. Quarterly reports (Form 10-Q’s) and current reports (Form 8-k’s) since the most
      recent annual report, if any
   
   4. In addition, if applicable, please attach the financial information described
      above in items A, B and C, of any expected guarantor of the proposed bond
      issue other that the Owner or the User
   
   5. Upon request of the Applicant, the Agency will review the information submitted
      pursuant to this Section VIII and return all copies to the Applicant within
      two weeks after the inducement date. Please indicate whether you require the
      information to be returned.
      □ Yes □ No

B. Environmental Assessment Form

   Please complete the attached EAF as required by the State Environmental
   Quality Review Act (SEQRA).

C. Form RP 485-b

   Please complete the attached Form RP 485-b as required by Section 485-b of the
   Real Property Tax Law
A. General
   Name of Project: Hauppauge Office Park Associates / 2 Towers
   Location of Project: 888 & 898 Vets Hwy, Hauppauge
   Contact Person & Phone Number: Fred Colin [redacted]

B. Key Dates
   Application Submitted: Dec 31, 2013
   Projected Inducement: Jan 14, 2014
   Agenda Closing: Jan 21, 2014

C. Project Type
   - [X] Office
   - [ ] Industrial
   - [ ] Not-for-profit
   - [ ] Commercial
   - [ ] Housing
   - [ ] Other

D. Project Size
   Acreage: 24.96
   New construction: [ ]
   Rehabed: 220,000 $4
   Total Project Cost: [ ]

E. Type of Assistance
   [X] Sale Leaseback
   [ ] Tax Exempt Bonds
   [ ] Taxable Bonds

F. PILOT
   - [ ] 485-b
   - [ ] Double 485-b
   - [X] Affordable Housing
   - [ ] Other
   - [ ] 7 year Freeze on Assessment

G. Jobs/Payroll
   Retained Jobs: 567
   New Jobs: 215
   Current Payroll: NA
   New Payroll: NA
   Average Annual Wage: NA
   New Average Annual Wage: NA

H. Projected Agency Fee: $39,420

I. Additional Notes