



Purchase Application
For the Sale of Cooperative Apartment

Today's Date: _____

Cooperative Name: _____ Number of Shares: _____

Apt. Address: _____ Apartment Number: _____

Purchase Price: _____ Source of Down Payment: _____

Amount of Financing: _____ Monthly Maintenance: _____

Deposit on Contract: _____ Proposed Closing Date: _____

Special Conditions, if any: _____

Managing Agent: _____ Telephone: () _____

Address: _____ Contact: _____

Seller(s): _____ Email: _____

Present Address: _____

Home Tel: _____ Office Tel: _____ Cell Tel: _____

Seller's Attorney: _____ Email: _____

Address: _____

Office Tel: _____ Facsimile: _____

Seller's Broker: _____ Email: _____

Office Tel: _____ Facsimile: _____ Cell Tel: _____

Purchaser(s): _____ Email: _____

Present Address: _____

Home Tel: _____ Office Tel: _____ Cell Tel: _____

Purchaser's Attorney: _____ Email: _____

Address: _____

Office Tel: _____ Facsimile: _____

Purchaser's Broker: _____ Email: _____

Office Tel: _____ Facsimile: _____ Cell Tel: _____



Name(s) Cooperative Stock would be held in (and type of joint ownership): _____

New Mortgage Lender: _____

Attorney for Lender: _____ email: _____

Office Tel: _____ Facsimile: _____

PERSONAL INFORMATION REGARDING APPLICANT(S)

Applicant

Co-Applicant

Name: _____

Residence Address: _____

Dates of Residence: From _____ To _____

Prior Address: _____

Dates of Residence: From _____ To _____

Nature of Business _____

Employment Status: Full time Part time Unemployed Retired Student

Current Employer: _____

Are you self-employed: Yes No

Employer Address: _____

Period of Employment: _____

Position Held: _____

Years in line of work _____

Supervisor's Name: _____

Business Telephone _____

Prior Employer: _____
(if less than three years in current job)

Prior Employer Address: _____

Period of Employment: _____



Position Held: _____

Supervisor's Name: _____

Business Telephone _____

Income Estimate for this year: _____

Actual Income last year: _____

Educational Background: _____

ADDITIONAL INFORMATION REGARDING APPLICANTS

Names of all persons who will reside in the apartment: _____

Schools and colleges attended by applicants and occupants, including years of attendance (optional): _____

Names of anyone in the building known to applicants: _____

Are any pets to be maintained in the apartment? If yes, indicate number and kind (NOTE: Please refer to rules of building for any specific rules or limitations regarding pets): _____

Name of organizations to which applicants belong (optional): _____

Will occupancy be: Full Time Part Time

Do you plan to sublease your apartment (NOTE: Please refer to rules of building for any specific rules or limitations on subleasing):

Yes No

Do you plan to perform any major alterations to the apartment? Yes No

If yes, please describe the plans: _____

APPLICANT'S HOUSING HISTORY

Current Landlord: _____ Landlord's Address: _____

Landlord Tel: _____ Current Rent: _____

Reason for Moving: _____

Prior Landlord: _____ Landlord's Address: _____

Landlord Tel: _____ Prior Rent: _____

Reason for Moving: _____



PERSONAL REFERENCES

Applicant

1. Name: _____

Address: _____

2. Name: _____

Address: _____

3. Name: _____

Address: _____

4. Name: _____

Address: _____

Co-Applicant

1. Name: _____

Address: _____

2. Name: _____

Address: _____

3. Name: _____

Address: _____

4. Name: _____

Address: _____

BUSINESS AND PROFESSIONAL REFERENCES

Applicant

1. Name: _____

Address: _____

2. Name: _____

Address: _____

Co-Applicant

1. Name: _____

Address: _____

2. Name: _____

Address: _____

BANK AND CREDIT REFERENCES

Applicant

1. Bank Name: _____

Address: _____

Account # _____

Type: ___Checking ___Savings ___Loan

2. Name: _____

Address: _____

Account # _____

Type: ___Checking ___Savings ___Loan

Co-Applicant

1. Bank Name: _____

Address: _____

Account # _____

Type: ___Checking ___Savings ___Loan

2. Name: _____

Address: _____

Account # _____

Type: ___Checking ___Savings ___Loan



DECLARATIONS

Applicant

Co- Applicant

- 1. Are there any outstanding judgments against you? _____
 - 2. Have you been declared bankrupt in the last 7 years” _____
 - 3. Have you had a property foreclosed upon or given title or a deed in lieu thereof in the last 7 years? _____
 - 4. In the last 5 years have you been a party to any lawsuits? _____
 - 5. Have you directly or indirectly been obligated on a loan that resulted in foreclosure or transfer of title in lieu of foreclosure or judgment? _____
 - 6. Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond or loan guarantee? _____
 - 7. Is any part of the down payment borrowed? _____
 - 8. Do you intend to occupy the apartment as your primary residence? _____
 - 9. Are you obligated to pay alimony or child support? _____
 - 10 Have you ever been convicted of a felony or misdemeanor _____
- If yes, please describe. _____

THE FOREGOING APPLICATION, INCLUDING ALL PERSONAL AND FINANCIAL INFORMATION, HAS BEEN CAREFULLY PREPARED, AND THE UNDERSIGNED HEREBY SOLEMNLY DECLARE(S) AND CERTIFIES THAT ALL THE INFORMATION IS TRUE AND CORRECT AND THAT THE FINANCIAL INFORMATION IS SUBMITTED IS A TRUE AND ACCURATE STATEMENT OF THE UNDERSIGNED AS OF THE DATE SET FORTH BY EACH SIGNATURE. THE UNDERSIGNED ALSO AGREE(S) THAT IN PROCESSING THIS APPLICATION, THE MANAGING AGENT NAMED HEREIN AND ITS EMPLOYEES AND AGENTS NEITHER BEAR NOR ASSUME ANY RESPONSIBILITY WHATSOEVER FOR THE VERIFICATION OR COMPLETENESS OF THE INFORMATION CONTAINED HEREIN. IN ADDITION, THE UNDERSIGNED HEREBY AUTHORIZE(S) THE MANAGING AGENT AND THE COOPERATIVE CORPORATION TO SHARE SUCH PORTIONS OF THE INFORMATION AS THEY MAY REASONABLY BELIEVE NECESSARY TO FULFILL THE PURPOSES OF THIS APPLICATION WITH ANY OTHER PARTIES, AND FURTHER AGREE(S) TO HOLD THE MANAGING AGENT, ITS EMPLOYEES AND AGENTS HARMLESS FROM ANY ERROR OR OMISSION IN THE TRANSFER OF THE INFORMATION OR THE DISTRIBUTION OF SUCH INFORMATION TO THIRD PARTIES.

Date: _____ Applicant: _____

Date: _____ Co-Applicant: _____

Discrimination is prohibited in Board admissions procedures under the following laws:

**The Federal Fair Housing Act
The Civil Rights Act
The New York State and New York City Human Rights Laws**

The New York City Human Rights Law provides that it is unlawful to refuse to sell, rent, lease, approve the sale, rental or lease or otherwise deny a housing accommodation based on actual or perceived race, creed, color, national origin, gender(including gender identity), age, disability, sexual orientation, partnership status, marital status, or alienage or citizenship status or because children are, may be or would be residing in the accommodation. Where a housing accommodation or an interest is sought or occupied exclusively for residential purposes, the provisions shall be construed to prohibit discrimination in the sale, rental or leasing of such housing accommodation or interest on account of a person's occupation. Complaints may be filed within one year of an unlawful discriminatory act the Law Enforcement Bureau of the City's Commission on Human Rights.

The New York State Human Rights Law provides that is it unlawful to refuse to sell, rent, lease or otherwise deny a housing accommodation on the basis of race, creed, color, national origin, sex, age, disability, sexual orientation, military status, marital status, or familial status. Complaints may be filed within one year of an unlawful discriminatory act to the New York State Division of Human Rights or within three years of an unlawful discriminatory act in State Court. Complaints may not be filed with both the Division and the Court.

The Federal Fair Housing Act prohibits discrimination in housing practices on the basis of race, color, religion, sex, handicap, familial status, or national origin. Individuals who believe that they have been victims of an illegal housing practice, may file a complaint within one year of the unlawful discriminatory act with the Department of Housing and Urban Development(HUD) or file their own lawsuit in federal or state court. The Department of Justice brings suits on behalf of individuals based on referrals from HUD.

The Civil Rights Act provides that all citizens of the United States shall have the same right to inherit, purchase, lease, sell, hold and convey real and personal property. The law concerns the rights of all persons to make and enforce contracts, to sue, be parties, give evidence, and to the full and equal benefit of all laws and proceedings for the security of persons and property. Complaints may be filed with the Office for Civil Rights.

Financial Statement

Applicant: _____
Address: _____

Co-Applicant: _____
Address: _____

Monthly Sources of Income and Projected Housing Expenses

Income:	Applicant	Co-Applicant	Expenses:	Applicant (after closing)	Co-Applicant (after closing)	Joint/Total (after closing)
Base monthly salary:	_____	_____	Maintenance:	_____	_____	_____
Overtime (monthly):	_____	_____	Apt. Financing:	_____	_____	_____
Bonuses (monthly):	_____	_____	Other Mortgages:	_____	_____	_____
Commissions (monthly):	_____	_____	Bank Loans:	_____	_____	_____
Dividends/Interest:	_____	_____	Auto Loans:	_____	_____	_____
Net rental income (Net):	_____	_____	Credit Card Debt:	_____	_____	_____
Other income (Itemize):	_____	_____		_____	_____	_____
TOTAL:	_____	_____	TOTAL:	_____	_____	_____

Assets & Liabilities

Assets:	Applicant	Co-Applicant	Liabilities	Applicant (present)	Co-Applicant (present)
Cash/Money Market Funds (Sch A):	_____	_____	Notes payable to banks:	_____	_____
Contract deposit:	_____	_____	Notes payable to relatives:	_____	_____
Stocks & bonds or Brokerage Accounts (Schedule B):	_____	_____	Notes payable to others:	_____	_____
Investment in own business:	_____	_____	Install accounts payable:	_____	_____
Accounts receivable:	_____	_____	Automobile:	_____	_____
Real estate owned (Schedule C):	_____	_____	Other accounts payable:	_____	_____
Automobiles:	_____	_____	Mortgages payable:	_____	_____
Personal property & Furniture:	_____	_____	Unpaid real estate taxes:	_____	_____
Life insurance(cash value):	_____	_____	Unpaid income taxes:	_____	_____
Retirement funds/IRA:	_____	_____	Chattel mortgages:	_____	_____
401k:	_____	_____	Loans on life insurance:	_____	_____
KEOGH:	_____	_____	Credit card debt:	_____	_____
Profit sharing/pension:	_____	_____	Other debts - itemize:	_____	_____
Other assets (Schedule D):	_____	_____	TOTAL LIABILITIES	_____	_____
TOTAL ASSETS:	_____	_____	NET WORTH::	_____	_____

Itemized Schedule of Assets & Liabilities

Schedule A – Cash (attach additional pages if necessary) – Total should match cash line above

Applicant or Co-Applicant	Financial Institution	Type of account	Account Balance
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Itemized Schedule of Assets & Liabilities (continued)

Schedule B – Stock, Bonds and Mutual Funds (attach additional pages if necessary) – Total Should match Stocks & Bonds Line Above

Amount of shares	Description	Marketable value	Non-marketable value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Itemized Schedule of Assets & Liabilities (continued)

Schedule C – Real Estate (attach additional pages if necessary) – Total should match Real Estate line on previous page.

Applicant or Co-applicant	Property Address	Type of Property	Amount of Mortgage/liens	Mortgage Payment	Insurance main, tax & misc.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Itemized Schedule of Assets & Liabilities (continued)

Schedule D – Other Assets (attach additional pages if necessary)

Explanation: _____

IF YOU ARE A PRINCIPAL OF OR ARE EMPLOYED BY A FAMILY BUSINESS, PLEASE COMPLETE THIS SECTION:

	Applicant	Co-Applicant
Dividend or partnership income (present year)	_____	_____
Dividend or partnership income (prior year)	_____	_____
Dividend or partnership income (second prior year)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The foregoing application has been carefully prepared, and the undersigned hereby solemnly declare(s) and certify(s) that all information contained herein is complete, true and correct. The information is submitted as being a true and accurate statement of the financial condition of the undersigned on the _____ day of _____, 20____.

X _____
Applicant Date

X _____
Co-Applicant (if any) Date