



REAL ESTATE BOARD OF NEW YORK

Today's Date

# Purchase Application For the Sale of a Cooperative Apartment

## BASIC INFORMATION

Cooperative Name	Number of Shares
Apartment Address	Apartment #
Purchase Price	Is Source of Down Payment a Gift? or Loan?
Proposed Closing Date	Monthly Maintenance
Requested Move in Date:	
Managing Agent	Telephone
Address	Email

## SELLER'S INFORMATION

Seller(s)		
Present Address		
Home Telephone	Office Telephone	Cell Telephone
Seller's Attorney		Firm
Firm Address		Email
Office Telephone	Cell Telephone	Facsimile

## SELLER'S BROKER

Seller's Broker	Email
Office Telephone	Cell Telephone
	Facsimile

## PURCHASER'S INFORMATION

Purchaser(s)		
Present Address		
Home Telephone	Office Telephone	Cell Telephone
Email	Facsimile	
Amount of Financing <i>If purchaser is a corporate entity:</i>	Deposit on Contract	
Name of Corporation		
Address of Corporation	Telephone	



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**PURCHASER'S INFORMATION Continued**

_____	_____	_____
Purchaser's Attorney	Firm	
_____	_____	
Firm Address	Email	
_____	_____	_____
Office Telephone	Cell Telephone	Facsimile
Name(s) Cooperative Stock would be held in (and type of joint ownership) [e.g. tenants in common, joint tenants with rights of survivorship, or tenants by the entirety]		
Mortgage Lender		
_____	_____	
Attorney for Lender	Email	
_____	_____	_____
Office Telephone	Cell Telephone	Facsimile

**PURCHASER'S BROKER**

_____	_____
Purchaser's Broker	Email
_____	_____
Office Telephone	Cell Telephone
	Facsimile

**PERSONAL INFORMATION REGARDING APPLICANT(S)**

	<u>Applicant</u>	<u>Co-Applicant</u>
Name:	_____	_____
Residence Address:	_____	_____
Dates of Residence:	From: ____/____/____ To: ____/____/____	From: ____/____/____ To: ____/____/____
Prior Address:	_____	_____
<i>(If less than 5 years at present address)</i>		
Dates of Residence:	From: ____/____/____ To: ____/____/____	From: ____/____/____ To: ____/____/____
Employment Status:	Full-time    Part-time    Unemployed Retired    Student	Full-time    Part-time    Unemployed Retired    Student
Are you self-employed?	Yes    No	Yes    No
Current Employer:	_____	_____
Employer Address:	_____	_____
Period of Employment:	From: ____/____/____ To: ____/____/____	From: ____/____/____ To: ____/____/____
Years in Line of Work:	_____	_____
Supervisor's Name:	_____	_____
Business Telephone:	_____	_____
Prior Employer:	_____	_____
<i>(If less than 3 years in current job)</i>		
Prior Employer Address:	_____	_____
Period of Employment:	_____	_____
Prior Supervisor's Name:	_____	_____
Business Telephone:	_____	_____
Income Estimate this year:	_____	_____
Actual Income last year:	_____	_____
Educational Background (Optional):	_____	_____



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**ADDITIONAL INFORMATION REGARDING APPLICANT(S)**

Name(s) of all persons who will reside in the apartment

(NOTE: If applicant is a corporate entity, a new lease package must be completed and sent to the Board each time occupancy changes.)

Schools and years attended of occupants (if different from purchaser) [optional]

Names of anyone in the building known to applicants

Are any pets to be maintained in the apartment? If yes, note number and kind. (NOTE: Please refer to building rules)

Names of organizations to which applicants belongs (clubs, societies, board memberships, etc.) [optional]

Will occupancy be: Full-time Part Time

If Part Time, what is the approximate number of days per month you will use the apartment?

Do you plan to sublease your apartment? Yes No (NOTE: Please refer to building rules)

Do you plan to perform any alterations to the apartment? Yes No (NOTE: Please refer to building Alteration Agreement)

If yes, please describe the plans:

Will there be any business or profession conducted in the apartment? Yes No (NOTE: Please refer to building rules)

If yes, please describe the nature of your business:

If you do not plan to receive mail at the apartment, please specify where monthly bills and correspondence should be sent:

Address of any additional residences owned or leased by applicant:

Is this your first time purchasing a coop? Yes No

If no, where else have you owned before:

Emergency Contact:

Office Telephone

Cell Telephone

E-mail

**APPLICANT'S HOUSING HISTORY**

Current Landlord

Landlord's Address

Landlord Telephone Number

Current Rent

Reason for Moving

Dates of Occupancy

Prior Landlord (If at present location less than 5 years)

Prior Landlord's Address

Prior Landlord Telephone Number

Prior Rent

Reason for Moving

Dates of Occupancy

**BUSINESS AND PROFESSIONAL REFERENCES**

Applicant

Co-Applicant

1. Name:

Address:

2. Name:

Address:



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PERSONAL REFERENCES		<u>Applicant</u>	<u>Co-Applicant</u>
1. Name:		_____	_____
Address:		_____	_____
2. Name:		_____	_____
Address:		_____	_____
3. Name:		_____	_____
Address:		_____	_____
4. Name:		_____	_____
Address:		_____	_____

BANK AND CREDIT REFERENCES		<u>Applicant</u>	<u>Co-Applicant</u>
1. Bank Name:		_____	_____
Address:		_____	_____
Account #:		_____	_____
Type:	Checking      Savings      Loan		Checking      Savings      Loan
2. Bank Name:		_____	_____
Address:		_____	_____
Account #:		_____	_____
Type:	Checking      Savings      Loan		Checking      Savings      Loan
3. Stock Broker or CPA:		_____	_____
Firm:		_____	_____
Address:		_____	_____
Phone:		_____	_____
Fax:		_____	_____
Email:		_____	_____
Account #:		_____	_____

DECLARATIONS		<u>Applicant</u>		<u>Co-Applicant</u>	
1. Are there any outstanding judgments against you?		Yes	No	Yes	No
2. Have you been declared bankrupt in the last 7 years?		Yes	No	Yes	No
3. Have you had a property foreclosed upon or given title or a deed in lieu thereof in the last 7 years?		Yes	No	Yes	No
4. In the last 5 years, have you been a party to any lawsuit?		Yes	No	Yes	No
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?		Yes	No	Yes	No
6. Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond, or loan guarantee?		Yes	No	Yes	No
7. Is any part of the down payment borrowed or a gift?		Yes	No	Yes	No
8. Do you intend to occupy the apartment as your primary residence?		Yes	No	Yes	No
9. Are you obligated to pay alimony or child support?		Yes	No	Yes	No
10. Do you or any member of your family have diplomatic status?		Yes	No	Yes	No
11. Has any business you have controlled been the subject of bankruptcy in the last 7 years?		Yes	No	Yes	No
12. Are you a co-maker or endorser on a note?		Yes	No	Yes	No
13. Have you ever been convicted of a felony or misdemeanor?		Yes	No	Yes	No
If yes, please describe: _____					



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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 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 APPLICATION AS THEY MAY REASONABLY BELIEVE NECESSARY TO FULFILL THE PURPOSES OF THIS APPLICATION WITH ANY OTHER PARTIES, AND FURTHER AGREE 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.

Applicant: Date: \_\_\_\_\_

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

Co-Applicant: \_\_\_\_\_

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

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, marital status, partnership status, lawful source of income, 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 at the Law Enforcement Bureau of the City's Commission on Human Rights.

The New York State Human Rights Law provides that it is 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 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 suit 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.