



Purchase Application For the Sale of Cooperative Apartment

Today's Date: _____

Cooperative Name: _____ Number of Shares: _____

Apt. Address: _____ Apartment Number: _____

Purchase Price: _____ Is Source of Down Payment a Gift? ___ Or Loan? ___

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 _____	From _____ To _____
Prior Address:	_____	_____
Dates of Residence:	From _____ To _____	From _____ To _____
Employment Status:	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Student	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Student
Current Employer:	_____	_____
Are you self-employed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employer Address:	_____ _____	_____ _____
Period of Employment:	_____	_____
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:	_____	_____
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

Co-Applicant

1. Name: _____

1. Name: _____



Address: _____
 2. Name: _____
 Address: _____
 3. Name: _____
 Address: _____
 4. Name: _____
 Address: _____

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

1. Are there any outstanding judgments against you?
 2. Have you been declared bankrupt in the last 7 years?"

Applicant	Co- Applicant
_____	_____
_____	_____



- 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.