

## CONDOMINIUM PURCHASE APPLICATION

### Directions

Applicant(s), please complete the enclosed application and submit it with the required attachments to the managing agent at the address listed below. If you are purchasing this apartment through the services of a real estate broker you may have your broker submit the application to the managing agent. The managing will verify that the application is complete, perform a credit search on the applicants and submit the application to the Condo admissions committee. The committee will review the application, interview the applicant(s) and make a decision on whether or not to relinquish its first right of refusal to purchase the apartment.

### About the Unit

Unit \_\_\_\_\_ Size \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

### About the Sale

Purchase Price \_\_\_\_\_  
Desired Closing Date \_\_\_\_\_

### About the Seller(s)

Seller 1 \_\_\_\_\_  
Seller 2 \_\_\_\_\_

### About the Applicant(s)

#### Applicant 1

Name \_\_\_\_\_  
Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail \_\_\_\_\_ SS# \_\_\_\_\_  
Date of Birth \_\_\_\_\_ State \_\_\_\_\_

#### Applicant 2

Name \_\_\_\_\_  
Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail \_\_\_\_\_ SS# \_\_\_\_\_  
Date of Birth \_\_\_\_\_ State \_\_\_\_\_

**Applicant(s) Residence History**

<b>Applicant 1</b>		
Current Address	_____	
	_____	
Agent/Landlord	_____	Phone _____
How long?	_____	Rent _____
Previous Address	_____	
	_____	
Agent/Landlord	_____	Phone _____
How long?	_____	Rent _____
<b>Applicant 2</b>		
Current Address	_____	
	_____	
Agent/Landlord	_____	Phone _____
How long?	_____	Rent _____
Previous Address	_____	
	_____	
Agent/Landlord	_____	Phone _____
How long?	_____	Rent _____

**Potential Residents**

Name	Age	Relationship to Applicant(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Pets _____		

**Applicant(s) Employment History**

<b>Applicant 1</b>	
Current Employer	_____
Years with Firm	_____ Position _____
Address	_____ _____
Supervisor	_____ Phone _____
Previous Employer	_____
Years with Firm	_____ Position _____
Address	_____ _____
Supervisor	_____ Phone _____
<b>Applicant 2</b>	
Current Employer	_____
Years with Firm	_____ Position _____
Address	_____ _____
Supervisor	_____ Phone _____
Previous Employer	_____
Years with Firm	_____ Position _____
Address	_____ _____
Supervisor	_____ Phone _____

**In Case of Personal Emergency, Please Notify:**

Name	_____	Relationship	_____
Phone	_____		
Address	_____		
	_____		

**Attorneys**

<b>For Seller</b>	
Name _____	Phone _____
Firm _____	
Address _____	
E-Mail _____	
<b>For Buyer</b>	
Name _____	Phone _____
Firm _____	
Address _____	
E-Mail _____	

**Financing**

Cash Amount _____
Mortgage Amount _____
Bank Providing Financing _____
Address _____
_____

**Required Attachments**

- Latest three years of filed federal income tax forms for each proposed buyer
- Mortgage application and letter of commitment
- Current employer reference letters for each proposed buyer
- Current landlord reference letter, if renting or current Board reference, if in cooperative or condominium.
- Immediate neighbor reference letter.
- Application fee of \$300.00 payable to Goldin Management, Inc.
- Resumes providing full employment histories for each proposed owner.
- Refundable move-in security deposit of \$500.00 payable to Novo Condominium
- Non-refundable move-in fee of \$250.00 payable to Novo Condominium

**Authorizations**

I (we) hereby make an application for the purchase of the above mentioned apartment and certify that the information presented in this application and the accompanying attachments is truthful. I (we) authorized you to verify any information presented in the application and to perform a credit search on me (us). We authorize you to release this information to the committee evaluating our application.

I (we) hereby confirm that I (we) have read the house rules and by-laws relating to the condominium, that I (we) fully understand them, and that I (we) agree to abide by their provisions.

Applicant 1 \_\_\_\_\_ Date \_\_\_\_\_

Applicant 2 \_\_\_\_\_ Date \_\_\_\_\_