

**299 13th Street Housing Corporation
Cooperative Purchase Application
Required Documents and Attachments**

The 299 13th Street Housing Corporation requires all proposed purchasers to provide the following documentation. These documents are **required in full**, and are required **for all proposed shareholders, and for all proposed non-shareholders over the age of 18** who would be residing in the unit.

The application **must be submitted in full and complete form**. The Corporation reserves the right to request additional documents as it may deem necessary.

The Corporation encourages applications to ask questions during the in-person interview.

Documents required for proposed household:

- Goldin Management Cooperative Purchase Application
- Mortgage Application and Letter of Commitment
- Copy of contract of sale (lead paint disclosure required and signed)
- Current landlord reference, if renting, or current Board reference, if in cooperative or condominium, with contact information (Co-op board may call reference)
- Immediate neighbor reference, with contact information (Co-op board may call reference)
- Authorization and Verifications Form (Signed and notaraized)
- Non-refundable application fee of \$300 payable to Goldin Management, Inc.

Documents required for all proposed shareholders, and for all proposed non-shareholders over the age of 18 who would be residing in the unit:

- Latest 3 years of filed federal income tax returns, including all supporting documents (Tax returns to be submitted in full, as they were to the IRS)
- 299 13th Street Housing Corporation Assets & Liabilities Form
- Most recent 3 months of statements for all bank and investment accounts
- Most recent 3 months of paystubs
- Current employer reference, with contact information (Co-op board may call reference)
- Resumes providing full employment histories
- Personal reference, with contact information (Co-op board may call reference)
- Credit Report, to be run by Goldin Management
- Litigation Report (For applications not applying for a mortgage)
- Criminal Background Check (For applications not applying for a mortgage)

COOPERATIVE 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 Co-op admissions committee. The committee will review the application, interview the applicant(s) and make a decision on whether or not to approve the purchase of the apartment by the applicant(s).

About the Unit

Unit _____ Shares _____ 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# _____
Driver's License # _____ State _____

Applicant 2

Name _____
Telephone (H) _____ (W) _____
E-mail _____ SS# _____
Driver's License # _____ State _____

Applicant(s) Residence History

Applicant 1		
Current Address	_____	

Agent/Landlord	_____	Phone _____
How long?	_____	Rent _____
Previous Address	_____	

Agent/Landlord	_____	Phone _____
How long?	_____	Rent _____
Applicant 2		
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

Applicant 1	
Current Employer	_____
Years with Firm	_____ Position _____
Address	_____ _____
Supervisor	_____ Phone _____
Previous Employer	_____
Years with Firm	_____ Position _____
Address	_____ _____
Supervisor	_____ Phone _____
Applicant 2	
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

For Seller	
Name _____	Phone _____
Firm _____	
Address _____	

For Buyer	
Name _____	Phone _____
Firm _____	
Address _____	

Financing

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

Authorizations

<p>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.</p>	
<p>I (we) hereby confirm that I (we) have read the proprietary lease, house rules and by-laws relating to the cooperative, that I (we) fully understand them, and that I (we) agree to abide by their provisions.</p>	
Applicant 1 _____	Date _____
Applicant 2 _____	Date _____

AUTHORIZATIONS AND VERIFICATION

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

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

Applicant(s) acknowledge(s) that any misrepresentation contained within this application and any incomplete or untruthful answer to questions contained within this application will result in damages to 299 13th St. Housing Corp. in an amount that would be difficult to ascertain. In the event of such misrepresentation or untruthful or incomplete responses to questions, 299 13th St. Housing Corp. may decline the within application or, if the within application has already been accepted and applicant(s) is a shareholder of 299 13th St. Housing Corp., then it shall be entitled to liquidated damages from applicant(s) in an amount equal to 1% of the purchase price which applicant(s) agrees constitutes fair and reasonable compensation for the damages suffered by 299 13th St. Housing Corp. and that such liquidated damages are not a penalty.

Applicant 1

Applicant 2

LIST ALL PEOPLE AND ANIMALS*
WHO MAY OCCUPY APARTMENT WITHIN NEXT 6 MONTHS

Name	Relationship Age	to Applicant
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Pets (No Dogs Allowed at 299 13th Street)

299 13th Street Housing Corporation

Assets & Liabilities Form

Estimated Net Worth: \$ -

8/2/2012

Assets	
Personal Items	Estimated Value
Home	
Vehicles	
Jewelry	
Artwork/Antiques	
Furniture	
Electronics	
Other	
Cash or Cash Equivalent	
Checking account	
Savings account	
Certificates of deposit	
Money market account	
Life insurance (cash value)	
Other	
Investments	
Retirement account	
Bonds	
Mutual funds	
Individual stock shares	
Real estate other than home	
Other	
Assets Total	\$ -

Liabilities	
Loan Balances	Estimated Value
Mortgage loan	
Home equity loan	
Car loans	
Real estate loans	
Student loans	
Other loans	
Other Outstanding Debt	
Credit card debt	
Other debt	
Liabilities Total	\$ -

*Monthly Income	Estimated Value
Income 1	
Income 2	
Income Total	\$ -

*Monthly Income should be net value after taxes, and regular investment contributions.

Monthly Expenses	Current Amount	Projected Amount After Purchase
Rent or mortgage/maintenance		
Car payments		
Student loan payments		
Utilities		
Groceries/household		
Transportation		
Other		
Expenses Total	\$ -	\$ -