

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# _____
Date of Birth _____ State _____

Applicant 2
Name _____
Telephone (H) _____ (W) _____
E-mail _____ SS# _____
Date of Birth _____ 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 _____	
E-Mail _____	
For Buyer	
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 shareholder.
- Balance Sheet
- Mortgage application and letter of commitment
- Copy of contract of sale (lead paint disclosure required and signed)
- Current employer reference letters for each proposed shareholder
- Current landlord reference letter, if renting or current Board reference, if in cooperative or condominium.
- Immediate neighbor reference letter.
- Application fee of \$300 payable to Goldin Management, Inc.
- Resumes providing full employment histories for each proposed shareholder.
- Cover Letter bullet pointing the following; loan type and term, mortgage rate, monthly loan payments, total of monthly loan payment and maintenance, total in savings not including down payment funds, total debt with specification on what type of debt (eg. Student loans), combined and individual income for the past 3 years, current monthly combined after tax income, percentage of monthly combined after tax income going to housing.

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 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 1 _____ Date _____

Applicant 2 _____ Date _____

Financial Summary

- Loan Type and Term (ex. 30y fix)
- Mortgage Rate (ex. 4%)
- Monthly Loan Payment (ex. \$1,430)
- Total Monthly Loan Payment & Maintenance (ex. \$2,030)
- Credit Scores
 - ◆ Applicant 1
 - ◆ Applicant 2
- Total Savings (not including money used for down payment; ex. 41k in checking and savings)
- Total Debt (with specification on what type; ex. 13k in student loans; 4k in credit card debt)
- Income for the Past 3 Years – Individual and Combined

	Last Year (20....)	Prior Year (20....)	Prior Year (20....)
Applicant 1			
Applicant 2			
Combined			

- Current Monthly Combined after Tax Income (ex. based on \$119K, \$7,437/mo after 25% taken out for taxes)
- Percentage of Monthly Combined after Tax Income to Housing (ex. 27%)