

## CONDOMINIUM PURCHASE APPLICATION

### Directions

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 agent will verify that the application is complete, perform a credit search on the applicants and submit the application to the Condo board. The board will review the application and make a decision on whether or not to relinquish its right of first refusal to purchase the apartment within 30 days of receiving the complete application (including all attachments, deposits and fees).

### About the Unit

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

### About the Sale

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

### About the Seller(s)

Seller 1 \_\_\_\_\_  
Telephone (H or C) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail \_\_\_\_\_  
Seller 2 \_\_\_\_\_

### About the Applicant(s)

#### Applicant 1

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

#### Applicant 2

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

**Applicant(s) Residence History**

<b>Applicant 1</b>		
Current Address	_____	_____
	_____	Rent or Own: _____
Agent/Landlord	_____	Phone _____
How long?	_____	Rent/Monthly Housing Cost _____
Previous Address	_____	_____
	_____	Rent or Own: _____
Agent/Landlord	_____	Phone _____
How long?	_____	Rent/Monthly Housing Cost _____
<b>Applicant 2</b>		
Current Address	_____	_____
	_____	Rent or Own: _____
Agent/Landlord	_____	Phone _____
How long?	_____	Rent/Monthly Housing Cost _____
Previous Address	_____	_____
	_____	Rent or Own: _____
Agent/Landlord	_____	Phone _____
How long?	_____	Rent/Monthly Housing Cost _____

**Is Applicant going to be primary resident?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**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**

- Most recent **federal income tax** form for each proposed buyer
- **Mortgage commitment letter**
- Most recent **paystub** for each buyer
- **References** for each buyer: 1) current landlord reference, if renting, or current Board reference, if in coop or condominium; 2) immediate neighbor reference letter
- **Resumes** providing full employment histories for each proposed owner
- Proof of **homeowners insurance** for unit to be purchased, with minimum \$300,000 liability coverage
- **Application fee of \$300** payable to Goldin Management, Inc.
- **Service fee of \$100** payable to City View Gardens Condominium
- **Move-in Fee** (for Reserve Fund) of **\$1,000** payable to City View Gardens Condominium
- **Security Deposit** (refundable) of **\$1,000** payable to City View Gardens 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). I (we) authorize you to release this information to the Board of Managers evaluating our application.

I (we) hereby confirm that I (we) have received and read the Condominium’s House Rules and By-Laws, that I (we) fully understand them, and that I (we) agree to abide by their provisions.

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

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

**CONDOMINIUM PURCHASE APPLICATION**

**Required Attachments from the Seller**

**Certified Checks:**

- **Service fee of \$100** payable to City View Gardens Condominium
- **Security Deposit** (refundable) of **\$1,000** payable to City View Gardens Condominium

**Please note: Purchase Application is not complete and cannot be processed until the above certified checks from the seller are received.**