

**299 13<sup>th</sup> Street Housing Corporation  
Cooperative Purchase Application  
Required Documents and Attachments**

The 299 13<sup>th</sup> 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.

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)
- Application fee of \$250 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 13<sup>th</sup> Street Housing Corporation Assets & Liabilities Form
- Current employer reference, with contact information (Co-op board may call reference)
- Resume 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 applicants not applying for a mortgage)
- Criminal Background Check (For applicants 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**

<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 _____	
_____	
<b>For Buyer</b>	
Name _____	Phone _____
Firm _____	
Address _____	
_____	

**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 references for each proposed shareholder
- Current landlord reference, if renting or current Board reference, if in cooperative or condominium.
- Immediate neighbor reference.
- Application fee of \$250 payable to Goldin Management, Inc.
- Resumes providing full employment histories for each proposed shareholder.

**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 _____

# 299 13th Street Housing Corporation Assets & Liabilities Form

11/30/2009

Estimated Net Worth: \$ -

Assets	
Personal Items	Estimated Value
Home	
Vehicles	
Jewelry	
Artwork	
Furniture	
Electronics	
Antiques	
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	
<b>Assets Total</b>	\$ -

Monthly Income	Estimated Value
Income 1	
Income 2	
<b>Expenses Total</b>	\$ -

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	
<b>Liabilities Total</b>	\$ -

Monthly Expenses	Estimated Value
Rent or mortgage/maintenance	
Car payments	
Student loan payments	
Utilities	
Groceries/household	
Transportation	
Other	
<b>Expenses Total</b>	\$ -