REBNY®
REAL ESTATE BOARD OF NEW YORK

_____
Today's Date

Purchase Application
For the Sale of a Condominium

BASIC INFORMATION

_____ _____
Condominium Name | Number of Units

_____ _____
Condominium Address | Unit #

_____
Purchase Price | Is Source of Down Payment a Gift? ☐ or Loan? ☐

_____ _____
Proposed Closing Date | Common Charges

_____
Requested Move in Date:

_____ _____
Managing Agent | Telephone

_____ _____
Address | Email

SELLER'S INFORMATION

_____
Seller(s)

_____
Present Address

_____ _____ _____
Home Telephone | Office Telephone | Cell Telephone

_____ _____
Seller's Attorney | Firm

_____ _____
Firm Address | Email

_____ _____ _____
Office Telephone | Cell Telephone | Facsimile

SELLER'S BROKER

_____ _____
Seller's Broker | Email

_____ _____ _____
Office Telephone | Cell Telephone | Facsimile

PURCHASER'S INFORMATION

_____
Purchaser(s)

_____
Present Address

_____ _____ _____
Home Telephone | Office Telephone | Cell Telephone

_____ _____
Email | Facsimile

_____ _____
Amount of Financing | Deposit on Contract

If purchaser is a corporate entity:

_____
Name of Corporation

_____ _____
Address of Corporation | Telephone

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PURCHASER'S INFORMATION Continued

Purchaser's Attorney _____ Firm _____

Firm Address _____ Email _____

Office Telephone _____ Cell Telephone _____ Facsimile _____

Name(s) Condominium Units would be held in (and type of joint ownership) [e.g. tenants in common, joint tenants with rights of survivorship, or tenants by the entirety] _____

Mortgage Lender _____

Attorney for Lender _____ Email _____

Office Telephone _____ Cell Telephone _____ Facsimile _____

PURCHASER'S BROKER

Purchaser's Broker _____ Email _____

Office Telephone _____ Cell Telephone _____ Facsimile _____

PERSONAL INFORMATION REGARDING APPLICANT(S)

	Applicant	Co-Applicant
Name:		
Residence Address:		
Dates of Residence:	From:_____/_____/_____ To:_____/_____/_____	From:_____/_____/_____ To:_____/_____/_____
Prior Address: *(If less than 5 years at present address)*		
Dates of Residence:	From:_____/_____/_____ To:_____/_____/_____	From:_____/_____/_____ To:_____/_____/_____
Employment Status:	Full-time ☐ Part-time ☐ Unemployed ☐ Retired ☐ Student ☐	Full-time ☐ Part-time ☐ Unemployed ☐ Retired ☐ Student ☐
Are you self-employed?	Yes ☐ No ☐	Yes ☐ No ☐
Current Employer:		
Employer Address:		
Period of Employment:	From:_____/_____/_____ To:_____/_____/_____	From:_____/_____/_____ To:_____/_____/_____
Years in Line of Work:		
Supervisor's Name:		
Business Telephone:		
Prior Employer: (If less than 3 years in current job)		
Prior Employer Address:		
Period of Employment:		
Prior Supervisor's Name:		
Business Telephone:		
Income Estimate this year:		
Actual Income last year:		
Educational Background (Optional):		

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ADDITIONAL INFORMATION REGARDING APPLICANT(S)

Name(s) of all persons who will reside in the unit
(NOTE: If applicant is a corporate entity, a new lease package must be completed and sent to the Board each time occupancy changes.)

Schools and years attended of occupants (if different from purchaser) [optional]

Names of anyone in the building known to applicants

Are any pets to be maintained in the unit? If yes, note number and kind. (NOTE: Please refer to building rules)

Names of organizations to which applicants belongs (clubs, societies, board memberships, etc.) [optional]

Will occupancy be: Full-time ☐ Part Time ☐

If Part Time, what is the approximate number of days per month you will use the unit?

Do you plan to lease your unit? Yes ☐ No ☐ (NOTE: Please refer to building rules)

Do you plan to perform any alterations to the unit? Yes ☐ No ☐ (NOTE: Please refer to building Alteration Agreement)

If yes, please describe the plans: _____

Will there be any business or profession conducted in the unit? Yes ☐ No ☐ (NOTE: Please refer to building rules)

If yes, please describe the nature of your business: _____

If you do not plan to receive mail at the unit, please specify where monthly bills and correspondence should be sent:

Address of any additional residences owned or leased by applicant:_____

Is this your first time purchasing a condominium? Yes ☐ No ☐

If no, where else have you owned before: _____

Emergency Contact: _____

Office Telephone | Cell Telephone | E-mail

APPLICANT'S HOUSING HISTORY

Current Landlord | Landlord's Address

Landlord Telephone Number | Current Rent

Reason for Moving | Dates of Occupancy

Prior Landlord *(If at present location less than 5 years)* | Prior Landlord's Address

Prior Landlord Telephone Number | Prior Rent

Reason for Moving | Dates of Occupancy

BUSINESS AND PROFESSIONAL REFERENCES

	Applicant	Co-Applicant
1. Name:		
Address:		
2. Name:		
Address:		

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PERSONAL REFERENCES

	Applicant	Co-Applicant
1. Name:		
Address:		
2. Name:		
Address:		
3. Name:		
Address:		
4. Name:		
Address:		

BANK AND CREDIT REFERENCES

	Applicant	Co-Applicant
1. Bank Name:		
Address:		
Account #:		
Type:	Checking ☐ Savings ☐ Loan ☐	Checking ☐ Savings ☐ Loan ☐
2. Bank Name:		
Address:		
Account #:		
Type:	Checking ☐ Savings ☐ Loan ☐	Checking ☐ Savings ☐ Loan ☐
3. Stock Broker or CPA:		
Firm:		
Address:		
Phone:		
Fax:		
Email:		
Account #:		

DECLARATIONS

	Applicant	Co-Applicant
1. Are there any outstanding judgments against you?	Yes ☐ No ☐	Yes ☐ No ☐
2. Have you been declared bankrupt in the last 7 years?	Yes ☐ No ☐	Yes ☐ No ☐
3. Have you had a property foreclosed upon or given title or a deed in lieu thereof in the last 7 years?	Yes ☐ No ☐	Yes ☐ No ☐
4. In the last 5 years, have you been a party to any lawsuit?	Yes ☐ No ☐	Yes ☐ No ☐
5. Have you directly or indirectly been obligated on a loan that resulted in foreclosure or transfer of title in lieu of foreclosure or judgment?	Yes ☐ No ☐	Yes ☐ No ☐
6. Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond, or loan guarantee?	Yes ☐ No ☐	Yes ☐ No ☐
7. Is any part of the down payment borrowed or a gift?	Yes ☐ No ☐	Yes ☐ No ☐
8. Do you intend to occupy the unit as your primary residence?	Yes ☐ No ☐	Yes ☐ No ☐
9. Are you obligated to pay alimony or child support?	Yes ☐ No ☐	Yes ☐ No ☐
10. Do you or any member of your family have diplomatic status?	Yes ☐ No ☐	Yes ☐ No ☐
11. Has any business you have controlled been the subject of bankruptcy in the last 7 years?	Yes ☐ No ☐	Yes ☐ No ☐
12. Are you a co-maker or endorser on a note?	Yes ☐ No ☐	Yes ☐ No ☐
13. Have you ever been convicted of a felony or misdemeanor?	Yes ☐ No ☐	Yes ☐ No ☐

If yes, please describe: _____

_____

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THE FOREGOING APPLICATION, INCLUDING ALL PERSONAL AND FINANCIAL INFORMATION, HAS BEEN CAREFULLY PREPARED, AND THE UNDERSIGNED HEREBY SOLEMNLY DECLARE(S) AND CERTIFIES THAT ALL THE INFORMATION IS TRUE AND CORRECT AND THAT THE FINANCIAL INFORMATION SUBMITTED IS A TRUE AND ACCURATE STATEMENT OF THE UNDERSIGNED AS OF THE DATE SET FORTH BY EACH SIGNATURE. THE UNDERSIGNED ALSO AGREE(S) THAT IN PROCESSING THIS APPLICATION, THE MANAGING AGENT NAMED HEREIN AND ITS EMPLOYEES AND AGENTS NEITHER BEAR NOR ASSUME ANY RESPONSIBILITY WHATSOEVER FOR THE VERIFICATION OR COMPLETENESS OF THE INFORMATION CONTAINED HEREIN. IN ADDITION, THE UNDERSIGNED HEREBY AUTHORIZE(S) THE MANAGING AGENT AND THE CONDOMINIUM ASSOCIATION TO SHARE SUCH PORTIONS OF THE APPLICATION AS THEY MAY REASONABLY BELIEVE NECESSARY TO FULFILL THE PURPOSES OF THIS APPLICATION WITH ANY OTHER PARTIES, AND FURTHER AGREE TO HOLD THE MANAGING AGENT, ITS EMPLOYEES AND AGENTS HARMLESS FROM ANY ERROR OR OMISSION IN THE TRANSFER OF THE INFORMATION OR THE DISTRIBUTION OF SUCH INFORMATION TO THIRD PARTIES.

Applicant: Date: _____ Date: _____

Co-Applicant: _____ Date: _____

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CNYC
Council of New York Cooperatives & Condominiums

Discrimination is prohibited in Board admissions procedures under the following laws:

The Federal Fair Housing Act
The Civil Rights Act
The New York State and New York City Human Rights Laws

The New York City Human Rights Law provides that it is unlawful to refuse to sell, rent, lease, approve the sale, rental or lease or otherwise deny a housing accommodation based on actual or perceived race, creed, color, national origin, gender (including gender identity), age, disability, sexual orientation, marital status, partnership status, lawful source of income, alienage or citizenship status or because children are, may be, or would be residing in the accommodation. Where a housing accommodation or an interest is sought or occupied exclusively for residential purposes, the provisions shall be construed to prohibit discrimination in the sale, rental, or leasing of such housing accommodation or interest on account of a person's occupation. Complaints may be filed within one year of an unlawful discriminatory act at the Law Enforcement Bureau of the City's Commission on Human Rights.

The New York State Human Rights Law provides that it is unlawful to refuse to sell, rent, lease or otherwise deny a housing accommodation on the basis of race, creed, color, national origin, sex, age, disability, sexual orientation, military status, marital status, or familial status. Complaints may be filed within one year of an unlawful discriminatory act to the New York State Division of Human Rights or within three years of an unlawful discriminatory act in State Court. Complaints may not be filed with both the Division and the Court.

The Federal Fair Housing Act prohibits discrimination in housing practices on the basis of race, color, religion, sex, handicap, familial status, or national origin. Individuals who believe they have been victims of an illegal housing practice may file a complaint within one year of the unlawful discriminatory act with the Department of Housing and Urban Development (HUD) or file their own lawsuit in federal or state court. The Department of Justice brings suit on behalf of individuals based on referrals from HUD.

The Civil Rights Act provides that all citizens of the United States shall have the same right to inherit, purchase, lease, sell, hold, and convey real and personal property. The law concerns the rights of all persons to make and enforce contracts, to sue, be parties, give evidence, and to the full and equal benefit of all laws and proceedings for the security of persons and property. Complaints may be filed with the Office for Civil Rights.