

345 EAST 61st STREET HOUSING CORP.

APPLICATION REQUIREMENTS FOR COOPERATIVE PURCHASE

The following documents must be completed and returned to ROBERT EBERHART REAL ESTATE, 208 East 85th St., NY, NY 10028. Copies will be distributed to the Board of Directors. No closing will be contemplated which is less than thirty (30) days after the date of submission of the documents to ROBERT EBERHART REAL ESTATE. The Board of Directors or duly appointed committee which interviews the prospective purchasers reserves the right to request additional documents or information at any time during the review and interview process.

Please furnish us with one Original and three copies collated into packets:

1. Purchase Application (Attached)
2. Contract of Sale
3. Copies of first two pages of last two years 1040 Tax Returns
4. Credit check authorization form (Attached)
5. Verification of Assets/Income (Letter from employer and W-2 forms).

Financing Information (where applicable)

1. Copy of bank commitment
2. Original Recognition Agreement (Three Originals) Aztec Forms only
3. Copy of Loan Application

Cash Purchases

Complete copies of 1040 Tax Return for the last two years will be required.

Required Payments (must accompany this packet)

1. Processing Fee Payable to ROBERT EBERHART REAL ESTATE \$ 300.00
2. Cooperative Fee Payable 345 East 61st Street Housing Corp. \$ 600.00

THE ABOVE INFORMATION WILL REMAIN CONFIDENTIAL

COOPERATIVE STOCK PURCHASE APPLICATION

PURCHASE APPLICATION
COOPERATIVE STOCK PURCHASE APPLICATION

To the Board of Directors:

The undersigned hereby submits this application to purchase _____ shares of stock in 345 East 61st Street Housing Corp. (The Corporation) and the Proprietary Lease for Apartment _____ located at 345 East 61st Street Housing Corp. New York, NY

We/I hereby acknowledge understanding of the following:

1. Pursuant to the authority in the Proprietary Lease and By-Laws of the Corporation, the Board of Directors will use this application to obtain background information regarding proposed purchasers of the Corporation' stock.
2. The Board of Directors may require additional information and will require that the applicant(s) appear for a personal interview. Other persons who will reside in the apartment may also be required to appear at this interview.
3. The Proposed purchaser cannot be consummated without the consent of the Board of Directors.
4. We/I have read the Proprietary Lease, By Laws and House Rules which govern the occupancy of the apartment and agree to abide by these rules.
5. In no event will the Corporation, the Board of Directors, or its agents be responsible for any liabilities or expenses incurred by an applicant whose application is not approved.
6. While the Board of Directors will attempt to review all applications promptly, the Corporation, the Board of Directors, and its agents will not be responsible for expenses or liabilities resulting from any delay in this review.
7. Falsification of any of the enclosed information, or omission of material information may result, without limitation, in revocation of approval by the Board of Directors and termination of the applicant's Proprietary Lease.

The undersigned authorize(s) the Board of Directors to contact any of the employers, banks, landlords, educational institutions, references, etc., described herein information bearing upon this application.

The undersigned hereby makes application to purchase shares of stock in the Corporation and the Proprietary Lease for the Apartment listed above.

The undersigned acknowledge that, if this application is accepted the undersigned WILL NOT, without the prior written consent of the Board of Directors:

- pledge the shares of the Corporations's Stock;
- make structural alterations to the apartment;
- sublease the apartment;
- permit non-family members to reside in the apartment for more than one month;
- use the apartment for other than residential purposes;
- or violate any provision of the Proprietary Lease, the House Rules, or the By-Laws.

The undersigned acknowledges that the apartment is being acquired in "as is" condition.

The undersigned confirms the accuracy of all the information contained herein.

APPLICANT: _____ DATE: _____

SOCIAL SECURITY NO. _____

CO-APPLICANT (if any) _____ DATE: _____

SOCIAL SECURITY NO. _____

Applicant Name _____

Co- Applicant (if any) _____

Applicant's Attorney _____ TelNo _____

Firm Name _____

Address _____

Seller's Name _____

Seller's Attorney _____ TelNo _____

Firm Name _____

Address _____

Proposed closing date _____

The undersigned hereby offers to purchase _____ shares of capital stock at 345 East 61st Street Housing Corp., with the assignment of the accompanying Proprietary Lease for Apartment _____ in the building located at 345 East 61st New York, NY on the following terms and conditions:

Purchase Price of Stock: \$ _____ Deposit: \$ _____

Present Maintenance Per Month: \$ _____ Special conditions, If any: _____

Financing: No: _____ Yes _____ Name of Bank _____

Signature of Purchase Applicant

Signature of Purchase Co-applicant

Date

Date

INFORMATION REGARDING APPLICANT(S)

Applicant's Name(s) _____ Tel No _____
Home address: _____

Employer: _____
Address _____

Length of employment _____ Tel No _____
Position and title _____
(If less than two years, please provide information on previous employer)

Co-applicant Name _____ Tel No _____
Home address: _____

Employer: _____
Address _____

Length of employment _____ Tel No _____
Position and title _____
(If less than two years, please provide information on previous employer)

Please list name and relationship of any person(s) who will reside with you in the apartment.
If children, state their ages.

Name	Relationship	Age
_____	_____	_____
_____	_____	_____

Name of any residents in the building known by the applicant:

Does the applicant wish to keep pets? If so, please specify type and number:

If answer to any of the questions below is "yes", please explain on the back of this page or if necessary, on an additional page.

	YES	or	No
	Applicant		Co-Applicant
Have you ever been convicted of a misdemeanor or felony?	_____		_____
Have you any outstanding judgements?	_____		_____
In the last seven years have you been declared bankrupt?	_____		_____
Has any business you have controlled been the subject of bankruptcy?	_____		_____
Have you had property foreclosed upon or given title or deed in lieu thereof?	_____		_____
Are you a party to a law suit?	_____		_____
Are you obligated to pay alimony, child support, or separate maintenance?	_____		_____
Will any part of your cash payment be borrowed?	_____		_____
Do you or any member of your family have diplomatic status?	_____		_____

LANDLORD:

Present Landlord or Managing Agent: _____
Address _____
Telephone # _____
Date of Occupancy: From: _____ To _____ Rent/Maintenance: \$ _____

Previous Landlord or Managing Agent: _____
Address _____
Date of Occupancy: From: _____ To _____ Rent/Maintenance: \$ _____

CHILDREN UNDER THE AGE OF TEN YEARS:

According to the New York Health Code, Section, 131.15, all apartments inhabited by children ten (10) years of age must have window guards on all windows. Please fill out the form below.

I/WE DO/DO NOT (circle the appropriate response) have children under ten year of age.

Signature of Applicant: _____

Signature of Co-Applicant: _____

Date: _____

CREDIT SEARCH AUTHORIZATION

In order for you to comply with the provisions of Section 606 of the Fair Credit Reporting Act, I authorize you to retain a Credit Reporting Agency, which agency may obtain and furnish to you financial and credit information and payment histories to me.

I understand that I am entitled to disclosure of the nature and scope of the investigation to be requested by you, and that upon my request, you will provide me with the names and addresses of Credit Reporting Agencies which provide information to you,

Signatures of Prospective Purchaser(s):

Dated: _____, 19_____

Date of Birth _____

Social Security #: _____

Previous Address: _____

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Signatures of Prospective Purchaser(s):

Dated: _____, 19 _____

Date of Birth _____

Social Security #: _____

Previous Address: _____

FINANCIAL STATEMENT

Name: _____

Address: _____

The following is submitted as being a true and accurate statement of the financial condition of the undersigned as of the date set forth at the end hereof.

FILL ALL BLANKS, WRITING "NO" OR "NONE" WHERE INDICATED

ASSETS		LIABILITIES
CASH IN BANKS		NOTES PAYABLE:
		TO BANKS:
EARNEST MONEY DEPOSITED		TO RELATIVES:
INVESTMENTS, BONDS &		TO OTHERS:
STOCK - SEE SCHEDULE		INSTALLMENTS A/P
INVESTMENT IN OWN BUSINESS		AUTOMOBILES
ACCTS AND NOTES RECEIVABLE		OTHER
REAL ESTATE OWNED		OTHER A/P :
YEAR	MAKES	MORTGAGE PAYABLES:
AUTOMOBILES		ON REAL ESTATE
PERSONAL PROPERTY		UNPAID REAL ESTATE TAX
		UNPAID INCOME TAX
CASH SURRENDER VALUE OF		CHATTEL MORTGAGE
INSURANCE		SECURITY AGREEMENTS
OTHER ASSETS ITEMIZED		LOANS ON LIFE INSURANCE POLICIES
DREYFUS FAMILY OF FUNDS		
TIAA/CREF RETIREMENT ANNUITY		OTHER DEBTS
CALVERT SOCIAL INVESTMENT		
DEFINED BENEFIT PENSION PLAN		TOTAL LIABILITIES
		NET WORTH
TOTAL ASSETS		TOTAL LIABILITIES & NET WORTH

SOURCE OF INCOME		PERSONAL INFORMATION	
BASE SALARY		OCCUPATION OR TYPE OF BUSINESS	
OVERTIME WAGES			
DIVIDENDS & INTEREST		EMPLOYER	
REAL ESTATE INCOME		POSITION	
SPOUSE'S INCOME			
OTHER			
		PARTNER OR OFFICER IN ANY OTHER	
		VENTURE OR OTHER EMPLOYMENT	
		MARRIED	CHILDREN
TOTAL		AGE	AGE OF SPOUSE OTHER

CONTINGENT LIABILITIES		GENERAL INFORMATION	
AS ENDORSER OR CO-MAKER ON NOTES		PERSONAL BANK ACCOUNT MAINTAINED AT	
ALIMONY AND SUPPORT PAYMENTS		YEARS AT PRESENT RESIDENCE	
ARE YOU A DEFENDANT IN ANY LEGAL ACTION? EXPLAIN		PRESENT MONTHLY RENT OR MAINTENANCE	
ARE THERE ANY UNSATISFIED JUDGEMENTS AGAINST YOU? EXPLAIN		NAME & ADDRESS OF PRESENT LANDLORD	
HAVE YOU EVERY BEEN ADJUDICATED A BANKRUPT?			

SCHEDULE OF BONDS AND STOCKS

AMOUNT OR NO. SHARES	DESCRIPTION	MARKETABLE ACTUAL MARKET VALUE	NON-MARKETABLE ESTIMATED WORTH

SCHEDULE OF REAL ESTATE

DESCRIPTION AND LOCATION	COST	ACTUAL MARKET VALUE	MORTGAGE	
			AMOUNT	MATURITY DATE

SCHEDULE OF NOTES OR DEBTS PAYABLE

TO WHOM PAYABLE	DATE	AMOUNT	INTEREST	ASSETS PLEDGED AS SECURITY

The foregoing statements and details thereto are a full and correct disclosure of the financial condition and related information and pertaining to the undersigned as of the date thereof.

Date: _____ Signature _____

Signature _____