

**WARNER HOUSE OWNERS CORP.**  
**67-41 Burns Street**  
**Forest Hills, NY 11375**

APARTMENT#: \_\_\_\_\_

Enclosed is your application to purchase the above-mentioned apartment. The purpose of this application is to permit the Admissions Committee and the Board of Directors of WARNER HOUSE OWNERS CORP. to expeditiously process your request to purchase. Please answer all questions. Do not leave any questions blank or unanswered. If the questions do not apply to your situation, write N/A (not applicable) in the space provided. THE COMMITTEE AND BOARD WILL NOT PROCESS AN INCOMPLETE APPLICATION. APPLICATIONS WHICH DO NOT HAVE ALL OF THE SUPPORTING DOCUMENTATION WILL BE CONSIDERED INCOMPLETE AND MAY BE SUMMARILY REJECTED BY THE ADMISSIONS COMMITTEE. It is strongly recommended that you submit this application as soon as possible to avoid any delay in the approval process. Before this application can be processed, the following information must be forwarded to the Admissions Committee:

- \_\_\_\_\_ 1. Letter from current employer verifying salary, position, length of employment and the likelihood of continued employment. **(Please note we do not request employment verification by internet).**
- \_\_\_\_\_ 2. Statements for ALL banks or financial institutions where funds are held confirming present balance.
- \_\_\_\_\_ 3. Letter from current landlord verifying status of tenancy.
- \_\_\_\_\_ 4. Three (3) letters of personal reference from persons other than relatives.
- \_\_\_\_\_ 5. Copy of Contract of Sale.
- \_\_\_\_\_ 6. Copy of Mortgage Commitment Letter.
- \_\_\_\_\_ 7. Most recent tax returns, State and Federal, with W-2 Form and schedules attached.
- \_\_\_\_\_ 8. Most recent pay stub.
- \_\_\_\_\_ 9. Signed and Notarized acceptance of House Rules and Pet Affidavit.
- \_\_\_\_\_ 10. Signed Credit Release and a **Non-refundable** credit fee in the form of a **Certified Check** or **Money Order** payable to **First Management Corp.** must accompany application.  
                                  **\$30.00 for a single individual**  
                                  **\$40.00 for a married couple**  
                                  **\$50.00 for two single individuals**
- \_\_\_\_\_ 11. a **Non-refundable** application fee in the form of a **Certified Check** or **Money Order** must accompany the **Application**, payable as follows:  
                                  **\$150.00** made payable to **FIRST MANAGEMENT CORP.**
- \_\_\_\_\_ 12. **Submit ONE (1) set ONLY.**
- \_\_\_\_\_ 13. **PLEASE SUBMIT COPIES OF ID'S FOR APPLICANTS.**

If you are self employed, you must furnish the following additional information:

- \_\_\_\_\_ 13. Business financial statement.
- \_\_\_\_\_ 14. Business tax returns for the last three (3) years.
- \_\_\_\_\_ 15. Supplier credit reference.

Please note that the application and all supporting documentation submitted must remain the property of WARNER HOUSE OWNERS CORP. Submit the application to:

**Applications Department c/o First Management Corp.**  
**34-03 Broadway, Astoria, NY 11106**

All questions in connection with your application should be referred to the Applications Dept. at (718) 726-4792 from Monday thru Friday 10 a.m. to 5 p.m.

After review by the Admissions Committee, applicant(s) will be contacted to arrange for a personal interview. The interview must be attended by all applicant(s). Upon the conclusion of the interview, the Committee will submit recommendation to the Board of Directors. The Board will then act upon the application and advise you of its decision. **PLEASE ALLOW FOUR (4) TO SIX (6) WEEKS FOR THE ENTIRE APPLICATION PROCESS.**

**Please Note:**

The Board of Directors may require further information and may request that the Applicant(s) appear for personal interview or interviews.

The Applicant is advised that its application is subject to the approval of the Board of Directors without which the proposed purchase may not be consummated. In this regard, the Applicant is directed to the By-Laws of WARNER HOUSE OWNERS CORP. and the provisions of the Proprietary Lease.

The Applicant is directed to the Proprietary Lease and House Rules which govern the occupancy of WARNER HOUSE OWNERS CORP. by its residents and which would govern the occupancy of the Applicant.

In no event will WARNER HOUSE OWNERS CORP. the Board of Directors or its agents be responsible for any liabilities or expenses incurred by any Applicant whose application is disapproved. While the Board of Directors will attempt to promptly review all applications, WARNER HOUSE OWNERS CORP., the Board of Directors and its agents assume no responsibility for expenses or liabilities resulting from any delay in its review.

WARNER HOUSE OWNERS CORP., the Board of Directors or its agents, assume no responsibilities for expenses or liabilities resulting from any delay in closing of title or occupancy of apartment.

Please note that ANY AND ALL TERMS AGREED UPON concerning the purchase of the Shares of Stock pertaining to this apartment, including the terms of payment, return of down-payment, etc., ARE STRICTLY between the Seller(s) and Purchaser(s), and the Cooperative Corporation is not a party to the transaction and assumes no responsibility whatsoever in connection with any claim that may arise from these transactions between the Seller(s) and Purchaser(s).

The applicant is advised that falsification of any of the foregoing information or omission of material information herefrom may result, without limitations, in revocation of the Board of Directors approval and termination of the Applicant's Proprietary Lease.

The undersigned hereby authorize(s) the Board of Directors to contact any of the employers, banks, landlords, educational institutions, references, etc., application, including Credit reporting agencies.

First Management Corp. and the Board of Directors of the Warner House Owners Corp. does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Subletting of any kind is not permissible without the express written consent of the Board of Directors of WARNER HOUSE OWNERS CORP.

THE UNDERSIGNED CERTIFIES THAT THE INFORMATION FURNISHED HEREIN IS TRUE:

APPLICANT: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )  
Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_ of 201\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

DATE: \_\_\_\_\_

**I. PURCHASE INFORMATION**

Apartment #: \_\_\_\_\_ Number of Shares: \_\_\_\_\_ Apartment Size: \_\_\_\_\_

Seller: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Current Address: \_\_\_\_\_

Broker: \_\_\_\_\_

**ATTORNEY INFORMATION**

**APPLICANT'S ATTORNEY**

**SELLER'S ATTORNEY**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II. PERSONAL INFORMATION**

APPLICANT: \_\_\_\_\_

CO-APPLICANT: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Own: \_\_\_\_\_ Rent: \_\_\_\_\_

Own: \_\_\_\_\_ Rent: \_\_\_\_\_

Phone: (Cell) \_\_\_\_\_

Phone: (Cell) \_\_\_\_\_

(Email) \_\_\_\_\_

(Email) \_\_\_\_\_

DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Name of Dependents: \_\_\_\_\_

Name(s) stock will be held in: \_\_\_\_\_

**EDUCATIONAL BACKGROUND AND/OR VOCATIONAL TRAINING:**

**SCHOOL/COLLEGE**

**DATES ATTENDED**

**GRADUATED**

Applicant: \_\_\_\_\_

\_\_\_\_\_

Co-Applicant: \_\_\_\_\_

\_\_\_\_\_

Do you own any cars: \_\_\_\_\_ Year/Make/Model: \_\_\_\_\_

Name of ALL other persons who will occupy apartment:

NAME RELATIONSHIP TO APPLICANT AGE

\_\_\_\_\_

\_\_\_\_\_

Name and telephone numbers of any residents of Co-operative who know the Applicant(s): \_\_\_\_\_

\_\_\_\_\_

**III. PURCHASE TERMS**

1. Purchase Price: \_\_\_\_\_ 2. Amount to be Financed: \_\_\_\_\_

3. Approx. Monthly Financing Costs: \_\_\_\_\_ 4. Monthly Maintenance: \_\_\_\_\_

5. Total (Lines 3 + 4): \_\_\_\_\_

6. State Source of Unfinanced Portion of Purchase Price: \_\_\_\_\_

**IV. INCOME AND EMPLOYMENT**

APPLICANT

CO-APPLICANT

1. Current Base Salary

Annual: \_\_\_\_\_ Monthly: \_\_\_\_\_

Annual: \_\_\_\_\_ Monthly: \_\_\_\_\_

Other Income (Bonuses, Overtime, Interest, etc.):

Other Income (Bonuses, Overtime, Interest, etc.):

\_\_\_\_\_

\_\_\_\_\_

2. Present Employer:

Contact Person: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Position Held: \_\_\_\_\_

Position Held: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Period of Employment: \_\_\_\_\_

Period of Employment: \_\_\_\_\_

3. Previous Employer

Contact Person: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Position Held: \_\_\_\_\_

Position Held: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Period of Employment: \_\_\_\_\_

Period of Employment: \_\_\_\_\_

IF THE PAST 2 POSITIONS OF EMPLOYMENT HAVE LASTED FOR LESS THAN 5 YEARS, LIST FURTHER EMPLOYMENT HISTORY ON A SEPARATE SHEET OF PAPER.

4. Self-Employment

Name and Nature of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Years Applicant has been in this business: \_\_\_\_\_

Age of Business: \_\_\_\_\_

Percentage Owned: \_\_\_\_\_

Is this a Family Business: \_\_\_\_\_

Relationship to Owner(s): \_\_\_\_\_

Business Sales: \_\_\_\_\_

Net Worth: \_\_\_\_\_

**V. ASSETS**

A. CASH (Including Money Funds or Equivalents):

<u>Bank</u>	<u>Type of Account &amp; Account Number</u>	<u>Current Balance</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. STOCKS AND BONDS

<u>Description of Security</u>	<u>Market Value Per Unit</u>	<u>Number of Units</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Value of Securities: \_\_\_\_\_



## FAIR CREDIT REPORT ACT

### PRE-NOTIFICATION

This is to inform you that as part of our procedure for processing your application, an investigative consumer report may be made whereby information is obtained through consumer credit agencies, personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics and mode of living, whichever may be applicable. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.

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DATE

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APPLICANT'S SIGNATURE

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DATE

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APPLICANT'S SIGNATURE

WARNER HOUSE OWNERS CORP.  
67-41 Burns Street  
Forest Hills, NY 11375

Date: \_\_\_\_\_

It is hereby understood and agreed that when accepted as a unit owner at WARNER HOUSE OWNERS CORP., I will not harbor any pets in the building.

So agreed: \_\_\_\_\_

State of                    )  
County of                )

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_ of 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**WARNER HOUSE OWNERS CORP.**  
**67-41 Burns Street**  
**Forest Hills, NY 11375**

Re: Moving Policies at Warner House Owners Corp.

Please be advised of the following policies regarding moving:

1. All moves into the building must be pre-scheduled with the Superintendent of Warner House Owners Corp.
2. The Superintendent requires no less than 2 business days' notice to schedule a moving date and time.
3. An alternate date and time will be suggested if the requested date and/or time is not available.
4. All moves in the building must be pre-scheduled for Monday –Friday and commence no earlier than 9:00 a.m. and be fully-completed no later than 5:00 p.m. Saturday moves must commence no earlier than 9pm and be fully completed no later than 2:00 p.m.
5. **Please note that moves cannot occur on the closing date regardless of the reason.**
6. **No move in will be permitted prior to the closing date regardless of the reason.**
7. All moving companies must be insured and licensed in the State of New York.
8. A move-out deposit from the shareholder in the amount of \$1200.00 payable to Warner House Owners Corp.
9. A move-in deposit from the tenant in the amount of \$1200.00 payable to Warner House Owners Corp.
10. Upon completion of the move, please arrange for the Superintendent to perform an inspection in order to commence the process of the refund of the moving security deposit if appropriate. If it has been ascertained that damage has occurred, the amount will either be deducted from the \$1200 deposit or the purchaser will be billed for any difference.
11. Any individual found to be in violation of this moving policy will forfeit their moving security deposit and be subject to additional fines and penalties and any legal fees relating thereto.

AGREED AND ACCEPTED:

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APPLICANT'S SIGNATURE