

WINDSOR EQUITIES OWNERS INC.
37-16/20 83rd Street
Jackson Heights, NY 11372

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 WINDSOR EQUITIES OWNERS INC. 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. Bank account statements for the last three (3) months.
- _____ 3. Letter from current landlord verifying status of tenancy.
- _____ 4. Two (2) letters of personal reference from persons other than relatives.
- _____ 5. Copy of Contract of Sale.
- _____ 6. Copy of Mortgage Commitment Letter.
- _____ 7. Last two (2) years of tax returns, State and Federal, with W-2 Form and schedules attached.
- _____ 8. Two (2) most recent pay stubs.
- _____ 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.**
\$150.00 made payable to **WINDSOR EQUITIES OWNERS INC.**
- _____ 12. **Submit ONE (1) set ONLY.**
- _____ 13. Please submit a copy of a photo ID for all occupants.
- _____ 14. A **Refundable** Move In fee of **\$300.00** and Move out fee of **\$300.00** in the form of a **Certified Check** or **Money Order** made payable to **Windsor Equities Owners Inc.** provided there is no damage to the public areas of the building.

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

- _____ 15. Business financial statement.
- _____ 16. Business tax returns for the last two (2) years.
- _____ 17. Business credit reference.

PLEASE NOTE THERE IS A \$1000.00 ADMINISTRATIVE FEE PAYABLE AT CLOSING. NEW SHAREHOLDERS MUST OCCUPY THE UNIT FOR ONE (1) YEAR BEFORE SUBLEASING CAN BE CONSIDERED.

Please note that the application and all supporting documentation submitted must remain the property of WINDSOR EQUITIES 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 THREE (3) TO FOUR (4) 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 **WINDSOR EQUITIES OWNERS INC.** and the provisions of the Proprietary Lease.

The Applicant is directed to the Proprietary Lease and House Rules which govern the occupancy of **WINDSOR EQUITIES OWNERS INC.** by its residents and which would govern the occupancy of the Applicant.

In no event will **WINDSOR EQUITIES OWNERS INC.** 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, **WINDSOR EQUITIES OWNERS INC.** the Board of Directors and its agents assume no responsibility for expenses or liabilities resulting from any delay in its review.

WINDSOR EQUITIES OWNERS INC. 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 Windsor Equities Owners Inc. 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 **WINDSOR EQUITIES OWNERS INC.**

THE UNDERSIGNED CERTIFIES THAT THE INFORMATION FURNISHED HEREIN IS TRUE:

APPLICANT: _____

APPLICANT: _____

So agreed: _____

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#: _____

Name of Dependents: _____

Name(s) stock will be held in: _____

EDUCATIONAL BACKGROUND AND/OR VOCATIONAL TRAINING:

	<u>SCHOOL/COLLEGE</u>	<u>DATES ATTENDED</u>	<u>GRADUATED</u>
Applicant:	_____	_____	_____
	_____	_____	_____

Co-Applicant:	_____	_____	_____
	_____	_____	_____

Do you own any cars: _____ Year/Make/Model: _____

Name of ALL other persons who will occupy apartment:

<u>NAME</u>	<u>RELATIONSHIP TO APPLICANT</u>	<u>AGE</u>
_____	_____	_____
_____	_____	_____

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 & 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: _____

Interview Procedures:

1. Committee will hold one (1) meeting.
2. Everyone who is to reside in the unit must appear at the interview.

THE INCOME REQUIREMENTS FOR A SALE ARE AS FOLLOWS:

1. For sublets the annual rent and existing loans must be 25% or less of your annual salary.
2. For sales – The annual maintenance, mortgage and existing loans must be 25% or less of your annual salary, NO EXEMPTIONS.
3. We do not accept guarantors if you are unable to meet the income requirements.

All of the previously requested information is to be sent to:

**FIRST MANAGEMENT CORP.
C/O APPLICATIONS DEPARTMENT
34-03 BROADWAY
ASTORIA, NY 11106**

Processing time for an application is three (3) to four (4) weeks, providing all necessary information is supplied with the application package.

I hereby acknowledge and agree that the processing fee is non-refundable for any reason as this fee covers the cost of processing the application.

Signature of Applicant

Signature of Applicant

WINDSOR EQUITIES OWNERS INC.
37-16/20 83rd Street
Jackson Heights, NY 11372

Date: _____

By signing below, I (we) acknowledge receipt of the Windsor Equities Owners Inc. House Rules and will abide by them. Also, I am fully aware that the House Rules say that I cannot have pets and that we are subject to fines for violating this House Rule.

So agreed: _____

State of)
County of)

Sworn to before me this _____
day of _____ of 201____

NOTARY PUBLIC

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.

DATE

APPLICANT'S SIGNATURE

DATE

APPLICANT'S SIGNATURE