



Dear Prospective Resident:

Thank you for your interest in \_\_\_\_\_ CONDOMINIUM!  
Association name

Enclosed is your Purchase Application. Please complete and forward the application, along with the required documents, to Landlord Management LLC, 44 Court Street, ste 1217, Brooklyn, NY 11201.

If reference letters are required by this application, it is important that you urge your references to submit their letters of reference to you as soon as possible, since your application cannot be processed until they are received.

1. Submit a formal written letter requesting the Board of Manager's waiver of their Right of First Refusal.
2. **Complete and return with your application all of the attached forms;**
3. **Submit a \$400.00 Processing Fee payable to Landlord Management LLC;**
4. \_\_\_\_\_ Condominium;  
Association name
5. **Submit a \$500.00 Security Deposit from tenant payable to \_\_\_\_\_**  
Association name

**Condominium to be held in a non-interest bearing account. If no monies are due from the tenant, the return of your deposit will be based on the Building Superintendent's inspection of the common areas after you have moved in.**

If you have any questions, please contact Landlord Management LLC.'s Application Processor Center at 718-536-2642

Again, thank you for your interest. We look forward to hearing from you.

Sincerely,

Landlord Management  
LLC.

Transfer Department



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## CONDOMINIUM —

# Information and Required Documents

The following is a list of the items you are required to submit for the Board to review your application. Please be sure to provide all the information requested.

### **Important Information (Please read carefully before completing your application)**

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Please submit **one (1) original** of the completed application package. Please note that application packages must contain all required documentation. Items missing will only delay the Managing Agent's review and submission to the Board.

**THE APPLICANT INFORMATION AND FINANCIAL INFORMATION FORMS MUST BE TYPED OR PRINTED LEGIBLY WITH BLACK INK.**

**Landlord Management LLC realizes that this application contains sensitive personal information.**

**We require the social security number for each applicant (and each other adult occupant of the apartment) on the Authorization to Obtain Consumer Reports Form. This is the only place on the application requiring a social security number, but social security numbers may be contained in other documents that you are submitting (i.e. tax returns, contracts of sale).**

**Before submitting these documents, please black out or otherwise obliterate the social security number as Landlord Management LLC can not be responsible for the security of this information if it is included in these documents.**

- The applicant will be advised of the Board's decision in writing after the next Board meeting. Only at that time may a closing be scheduled.
- Please note that the resale procedure can take anywhere from three to four weeks for approval once the Board has received your complete Board application.



## CONDOMINIUM. — Information and Required Documents

### Complete the following enclosed forms and return:

- 1. Applicant Information for Purchase Form - This form must be filled out in its entirety in order for your application to be considered for review. All applicants and guarantors are required to complete Part 1
- 2. Certification and Acknowledgement of Fees Form
- 3. Financial Information - This form must be filled out in its entirety in order for your application to be considered for review. Please make sure your totals match your supporting documents exactly. All applicants and guarantors are required to complete Part 2.
- 4. Consumer Report Authorization - must include social security number, birth date and a US residence (no PO Boxes). Every adult (over 18 years of age) occupant of the apartment must submit a consumer report authorization.
- 5. Move-In/Move-Out Policy
- 6. Pet Policy Acknowledgement
- 7. Renovation Policy Acknowledgment

### Provide the following additional documents (Documents will not be returned)

- 1. Verification of Assets and Liabilities listed in Financial Information Section. Include ALL pages of each statement listed for the past 2 months. If downloaded statements are used, the accountholder's name and account number must be on statement. All assets and liabilities MUST be accounted for if listed.
- 2. Verification of Deposit- completed and signed by Bank/Financial Institution. One must be submitted for EACH bank listed on your Financial Information page.
- 3. Contract of Sale- signed by all parties, dated and includes all riders
- 4. Loan Application (if financing any part of purchase)
- 5. Loan Commitment Letter (if financing any part of purchase) - must include monthly mortgage payment and interest amount. If you have not locked in, the mortgage company must provide a Good Faith Estimate of your monthly payment and interest amount.
- 6. Aztech Recognition Agreement (if financing any part of purchase) – 3 originals, no other form will be accepted.

Each applicant will be required to contribute the following documents:

- 7. Federal Tax Returns (past 2 years) - including your signature and all schedules. After April 15<sup>th</sup>, you must include the most recent year's taxes OR a copy of your extension filing and the two most recent years' tax returns.
- 8. W-2 Forms (past 2 years)
- 9. Employment Verification Letter - stating annual salary, bonus (if applicable), position held, and length of employment. If you are self employed, please submit a letter from your CPA or accountant stating your income.
- 10. Pay Stubs (past 30 days)
- 11. Landlord Reference Letter – must state length of residence and payment history.

**LANDLORD MANAGEMENT'S GOAL IS TO REVIEW SUBMITTED APPLICATIONS WITHIN 72 HOURS AND SUBMIT THEM TO THE BOARD FOR APPROVAL. WE CANNOT SUBMIT INCOMPLETE APPLICATIONS TO THE BOARD. IF UPON OUR REVIEW, WE DETERMINE THAT ANY OF THE ABOVE REQUIREMENTS ARE MISSING, A \$200.00 FEE MAY BE IMPOSED FOR THE ADDITIONAL PROCESSING TIME REQUIRED TO RE-REVIEW THE APPLICATION**



## Condominium. — Purchase Fees

The following is information about the board application process and a schedule of fees. Please review this information before completing your application.

All fees may only be paid by Bank Certified Check.

### Schedule of Fees - Due at submission:

#### Payable by Applicant(s)

1. \$ 400.00 Application Processing Fee payable to **Landlord Management LLC**  
Includes one credit report per application.
2. \$75.00 Consumer Report Fee (per ADDITIONAL report) payable to Landlord Management LLC. All applicants, guarantors, and adult occupants must have a consumer report. This building includes ONE credit report per application. Additional applicants, guarantors, and adult occupants must submit this fee.

### Due at closing:

#### Payable by Applicant(s)

1. \$200.00 Move-In Fee payable to \_\_\_\_\_ **Condominium**  
Association name
2. \$500.00 (Refundable) Move-In Deposit payable to \_\_\_\_\_ **Condominium**  
Association name  
Deposit will be refunded after moving inspection by managing agent if no damage has occurred during move.

#### Payable by Seller(s)

1. \$200.00 Move-Out Fee payable to \_\_\_\_\_ **Condominium**  
Association name
2. \$500.00 (Refundable) Move-Out Deposit payable to \_\_\_\_\_ **Condominium**  
Association name  
Deposit will be refunded after moving inspection by managing agent if no damage has occurred during move.

**\*\* Please note: Moving is allowed on Monday- Friday 9:00 AM – 5:00 PM only.**

### Fees Acknowledgement

I (we) hereby acknowledge that all fees paid pursuant to this purchase application are non-refundable, unless otherwise noted, and hereby authorize you or your agents to obtain a consumer report and related information and contact any references or employers listed herein.

X \_\_\_\_\_ Date \_\_\_\_\_  
Applicant

X \_\_\_\_\_ Date \_\_\_\_\_  
Co-Applicant (if any)



## Applicant Information for Purchase

### Applicant Information

Today's date:	_____	Requested move-in date:	_____
Proposed closing date:	_____	Number of shares:	_____
Building name:	_____	Borough:	_____
Unit address:	_____	Apartment number:	_____
Purchase price:	_____	Source of down payment:	_____
Amount financed:	_____	Monthly maintenance fee:	_____
Down payment:	_____		
Special conditions (if any):	_____		
Managing agent:	<u>Landlord Management LLC.</u>	Phone:	<u>718-536-2642</u>
Inc. Agent address:	<u>44 Court Street Ste 1217</u>	Contact person:	<u>Application Processor</u>
	<u>Brooklyn, NY 11201</u>		

### Seller(s)

Name(s):	_____	Phone:	_____
Current address:	_____	Fax:	_____
	_____	E-mail:	_____
Attorney name:	_____	Phone:	_____
Firm name:	_____	Fax:	_____
Firm address:	_____	E-mail:	_____
	_____		
Seller's Broker :	_____	Phone:	_____
Broker address:	_____	Fax:	_____
	_____	E-mail:	_____

### Applicant(s)

Applicant:	_____	Cell phone:	_____
Home phone:	_____	Work phone:	_____
E-mail:	_____	Fax:	_____
Co-Applicant:	_____	Cell phone:	_____
Home phone:	_____	Work phone:	_____
E-mail:	_____	Fax:	_____
Attorney name:	_____	Phone:	_____
Firm name:	_____	Fax:	_____
Firm address:	_____	E-mail:	_____
	_____		

Name(s) cooperative stock to be held in  
If more than one indicate type of tenancy: \_\_\_\_\_

Purchasers' Broker:	_____	Phone:	_____
Fax:	_____	E-mail:	_____
Mortgage Lender:	_____	Phone:	_____
Fax:	_____	E-mail:	_____

### Housing History

Current landlord:	_____	Phone:	_____
Address:	_____	Rent:	_____
	_____	Dates of occupancy:	_____
Reason for moving:	_____		
Previous landlord:	_____	Phone:	_____
Address:	_____	Rent:	_____
	_____	Dates of occupancy:	_____
Reason for moving:	_____		



**Applicant(s) Personal Information**

**Applicant**

**Co-Applicant**

Applicant name:	_____	_____
Address:	_____	_____
Dates of residence:	_____	_____
US Citizenship:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employment Status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Student	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Student
Nature of business:	_____	_____
Current employer:	_____	_____
Employer's Address:	_____	_____
Are you self employed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates of employment:	_____	_____
Years in this line of work:	_____	_____
Title or position:	_____	_____
Supervisor's name:	_____	_____
Business phone:	_____	_____
Prior employer:	_____	_____
Prior title:	_____	_____
Prior employer's address:	_____	_____
Prior dates of employment:	_____	_____
Prior employer's phone:	_____	_____
Estimated income this year:	_____	_____
Actual income last year:	_____	_____
Educational background:	_____	_____
Schools attended:	_____	_____
Dates attended:	_____	_____

Will occupancy be:  Full-time  Part-time

Will the apartment be leased:  Yes  No (Note: Leasing apartments is subject to board approval and may not be permitted.)

List the names of ALL proposed occupants (applicants included) and their relationship to applicant(s) :

\_\_\_\_\_

List the names of anyone in the building known to the applicant(s):

\_\_\_\_\_

Are any pets to be maintained in the apartment?  Yes  No (Note: Pets are not allowed at \_\_\_\_\_)

\_\_\_\_\_

List any club, society, fraternity or board memberships which applicant(s) believe would be beneficial to the building:

\_\_\_\_\_

Has the applicant(s) and/or any occupant(s) ever been convicted of a felony?  Yes  No (Note: If yes, please explain.)

\_\_\_\_\_



**Applicant**

**Co-Applicant**

**Personal References**

1.	Name:	_____	_____
	Address:	_____	_____
	Phone:	_____	_____
2.	Name:	_____	_____
	Address:	_____	_____
	Phone:	_____	_____
3.	Name:	_____	_____
	Address:	_____	_____
	Phone:	_____	_____

**Professional/Financial References**

1.	Name:	_____	_____
	Address:	_____	_____
	Phone:	_____	_____
2.	Name:	_____	_____
	Address:	_____	_____
	Phone:	_____	_____
3.	Name:	_____	_____
	Address:	_____	_____
	Phone:	_____	_____

**Bank & Credit References**

Bank Name:	_____	
Bank Address:	_____	
Account number:	_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Loan
Bank Name:	_____	
Bank Address:	_____	
Account number:	_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Loan

I (we) agree, as a condition of processing this application, that Landlord Management LLC and/or its employees neither bear nor assume any responsibility whatsoever for the verification or completeness of the Applicant Information. In addition, I authorize Landlord Management LLC. to share the Applicant Information, or portions of it, with any other parties they may reasonably believe necessary to fulfill the purposes of this application. Transfer of the Applicant Information may be made in any form, including but not limited to mail, overnight courier, facsimile, email or posting on a secure/password protected web site. I further agree to hold Landlord Management LLC. harmless from any error or omission in the transfer of the Applicant Information or from the consequences of the distribution of the Applicant Information to third parties.

X \_\_\_\_\_ Date  
Applicant

X \_\_\_\_\_ Date  
Co-Applicant (if any)



# Financial Information

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

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

## Monthly Housing Expenses

Income:	Applicant	Co-Applicant	Expenses:	Applicant (present)	Co-Applicant (present)	Total (after closing)
Base monthly salary:	—	_____	Rent:	_____	_____	_____
Overtime (monthly):	—	_____	Maintenance:	_____	_____	_____
Bonuses (monthly):	—	_____	Mortgages/Loan:	_____	_____	_____
Commissions (monthly):	—	_____	Hazard insurance:	_____	_____	_____
Dividends/Interest:	—	_____	Real estate taxes:	_____	_____	_____
Net rental income:	—	_____	Other expenses*:	_____	_____	_____
Other income:	_____	_____				
TOTAL:	—	_____	TOTAL:	_____	_____	_____

## Assets & Liabilities

### \*Related directly to housing or debt(not personal expenses)

Assets:	Applicant	Co-Applicant	Liabilities	Applicant (present)	Co-Applicant (present)
Cash (Schedule A):	—	_____	Notes payable to banks:	_____	_____
Contract deposit:	—	_____	Notes payable to relatives:	_____	_____
Stocks & bonds (Schedule B):	—	_____	Notes payable to others:	_____	_____
Investment in business:	—	_____	Install accounts payable:	_____	_____
Accounts receivable:	—	_____	Automobile:	_____	_____
Real estate (Schedule C):	—	_____	Other accounts payable:	_____	_____
Automobiles:	—	_____	Mortgages payable:	_____	_____
Personal property:	—	_____	Unpaid real estate taxes:	_____	_____
Life insurance(cash value):	—	_____	Unpaid income taxes:	_____	_____
Retirement funds/IRA:	—	_____	Chattel mortgages:	_____	_____
401k:	—	_____	Loans on life insurance:	_____	_____
KEOGH:	—	_____	Credit card debt:	_____	_____
Profit sharing/pension:	—	_____	Other debts:	_____	_____
Other assets (Schedule D):	—	_____			
TOTAL:	—	_____	TOTAL:	_____	_____

## Itemized Schedule of Assets & Liabilities

Schedule A – Cash (attach additional pages if necessary) – Total should match cash line above

Applicant or Co-Applicant	Financial Institution	Type of account	Account Balance
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Itemized Schedule of Assets & Liabilities (continued)

Schedule B – Stock, Bonds and Mutual Funds (attach additional pages if necessary) – Total Should match Stocks & Bonds Line Above

Amount of shares	Description	Marketable value	Non-marketable value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____





**Itemized Schedule of Assets & Liabilities (continued)**

Schedule C – Real Estate (attach additional pages if necessary) – Total should match Real Estate line on previous page.

Applicant or Co-applicant	Property Address	Type of Property	Amount of Mortgage/liens	Mortgage Payment	Insurance main, tax & misc.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Itemized Schedule of Assets & Liabilities (continued)**

Schedule D – Other Assets (attach additional pages if necessary)

Explanation: \_\_\_\_\_

**IF YOU ARE A PRINCIPAL OF OR ARE EMPLOYED BY A FAMILY BUSINESS, PLEASE COMPLETE THIS SECTION:**

	Applicant	Co-Applicant
Dividend or partnership income (present year)	_____	_____
Dividend or partnership income (prior year)	_____	_____
Dividend or partnership income (second prior year)	_____	_____

**DECLARATIONS**

Are there any outstanding judgments against you?	_____	_____
Have you been declared bankrupt in the past 7 years?	_____	_____
Have you had a property foreclosed upon or given title or deed in lieu thereof in the past 7 years?	_____	_____
Are you a party to a lawsuit?	_____	_____
Have you directly or indirectly been obligated on any loan that resulted in foreclosure, transfer or title in lieu of foreclosure or judgment?	_____	_____
Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond or loan guarantee?	_____	_____
Are you obligated to pay alimony, child support, or separate maintenance?	_____	_____
Is any part of the down payment borrowed?	_____	_____
Are you a co-maker or endorser on a note?	_____	_____
Do you intend to occupy the property as your primary residence?	_____	_____
Have you had ownership interest in a property in the last 3 years?	_____	_____
If yes, what type of property did you own?	_____	_____
How did you hold title to the property?	_____	_____

If answering "yes" to any question, please explain on a separate page

The foregoing application has been carefully prepared, and the undersigned hereby solemnly declare(s) and certify(s) that all information contained herein is complete, true and correct. The information is submitted as being a true and accurate statement of the financial condition of the undersigned on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

X \_\_\_\_\_  
 Applicant Date

X \_\_\_\_\_  
 Co-Applicant (if any) Date



## Authorization to Obtain Consumer Reports

The undersigned is/are purchasing/subletting/leasing/occupying/refinancing apartment an apartment (the "Apartment") in a building (the "Building") managed by Landlord Management LLC. The undersigned understand(s) that in order to be considered for occupancy in the Apartment, Landlord Management LLC., as the managing agent for the building, may obtain a Consumer Report(s) for the purpose of evaluating the undersigned from a Consumer Reporting Agency.

The undersigned hereby authorize(s) Landlord Management LLC. to obtain a Consumer Report(s) on the undersigned (or each of them), including but not limited to: (i) Credit Report (ii) Criminal History (iii) Housing Court Records (iv) Employment Records and (v) other pertinent information, including records of public agencies and personal interviews of people who know the undersigned. The undersigned understand that these Consumer Reports may contain information about the undersigned's character, general reputation, personal characteristics and mode of living. The undersigned understand that upon request, the undersigned is/are entitled to a disclosure of the nature and scope of the investigation to be requested by you of the Consumer Reporting Agency.

The undersigned is/are aware that Landlord Management LLC. shall be sharing this information with the board of directors/managers of the cooperative corporation or condominium association overseeing the operations of the Building and forever release(s) and waive(s) any claims the undersigned may have against Landlord Management LLC., its affiliates, Id m.com, Inc., the cooperative corporation or condominium association and their directors, officers, managers, shareholders, unit owners and employees (the "Indemnified Parties") related to the use of the information contained in the Consumer Reports in making the decision on the Application for the Apartment the undersigned is/are submitting. Further, the undersigned agree(s) to indemnify and hold harmless the Indemnified Parties from any claim or demand of any kind whatsoever by any third party related to the Consumer Reports that are obtained.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Applicant's Current Address (Must be US Residence, no P.O. Boxes)

\_\_\_\_\_  
Co-Applicant's Signature (if any)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Co-Applicant's Current Address (Must be US Residence, no P.O. Boxes)



To Owners,

No Owners are permitted to do renovations (e.g. new flooring, painting, new kitchen, new bathroom, etc.) prior to Board approval. Listed below is the procedure required to do any renovations:

1. You must submit, in writing, a request for renovations within your apartment, detailing the work anticipated.
2. A copy of a Certificate of Insurance from your contractor, which should include additional insured, \_\_\_\_\_ CONDOMINIUM. and Landlord  
Association name  
Management LLC. and a \$250.00 refundable security deposit.
3. If a Owner Is expected to do work themselves, a \$1000.00 refundable security deposit is required.

The above must be submitted to the Property Manager. Upon receipt, your request will be forwarded to the Board of Directors for their approval.

Please know that any work done in the building without prior Board approval will be stopped immediately.

Your cooperation will be greatly appreciated.

Thank You