

KEW MANOR OWNERS CORP.
131-11 Kew Gardens Road
Richmond Hill, NY 11418

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 Kew Manor 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. Bank balance confirmation letter- must have bank stamp/seal in addition to copies of last three (3) months of bank statements for all accounts. **Copies must include the back and front of all pages.**
- _____ 3. Letter from current landlord verifying status of tenancy.
- _____ 4. Two (2) letters of personal reference from persons other than relatives. One (1) business reference.
- _____ 5. Copy of Contract of Sale.
- _____ 6. Copy of Mortgage Commitment Letter.
- _____ 7. Three (3) ORIGINAL SIGNED Recognition Agreements, if sale is being financed.
- _____ 8. Last two (2) years of tax returns, State and Federal, with W-2 Form and schedules attached.
- _____ 9. Two (2) most recent pay stubs.
- _____ 10. Signed and Notarized acceptance of House Rules and Pet Affidavit.
- _____ 11. Signed Credit Release and a **Non-refundable** credit fee of **\$50.00 per applicant** must be submitted with your application in the form of a **Certified Check or Money Order** payable to **First Management Corp.**
- _____ 12. 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.
- _____ 13. A Move In deposit/fee of **\$500.00 (purchaser)** and Move out deposit/fee of **\$500.00 (seller)** in the form of a **Certified Check or Money Order** made payable to **Kew Manor Owners Corp.** of which **\$250.00** is **refundable** provided there is no damage to the common areas of the building. A \$500.00 fine will be imposed if moving rules are violated by either Seller or Purchaser. (Prior to closing)
- _____ 14. **Copies of picture ID's for all occupants.**
- _____ 15. **Submit ONE (1) ORIGINAL set.**

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

- _____ 16. Business financial statement.
- _____ 17. Business tax returns for the last two (2) years and/or a letter from your CPA stating your yearly earnings and filings in the past year.
- _____ 18. Business credit reference.

PLEASE NOTE, ALL NEW SHAREHOLDERS MUST OCCUPY THE APARTMENT FOR TWO YEARS BEFORE SUBLETTING IS BE CONSIDERED BY THE BOARD OF DIRECTORS.

Please note that the application and all supporting documentation submitted must remain the property of Kew Manor 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 **KEW MANOR 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 **KEW MANOR OWNERS CORP.** by its residents and which would govern the occupancy of the Applicant.

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

KEW MANOR 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 Kew Manor 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 **KEW MANOR OWNERS CORP.**

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

Name: _____

Telephone #: _____

Address: _____

SELLER'S ATTORNEY

Name: _____

Telephone #: _____

Address: _____

II. PERSONAL INFORMATION

APPLICANT: _____

Address: _____

Own: _____ Rent: _____

Phone: (Cell) _____

(Email) _____

Date of Birth: _____

Social Security #: _____

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):

Bank	Type of Account & Account Number	Current Balance
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. STOCKS AND BONDS

Description of Security	Market Value Per Unit	Number of Units
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Value of Securities: _____

C. REAL ESTATE

Current Residence (Disregard if a rental): _____

Address: _____

Holder(s) of Title: _____

Mortgage Indebtedness: \$_____ Monthly Mortgage Costs: \$_____

Other Monthly Expenses (Utilities, Taxes, etc.): \$ _____

Do you plan to sell your current residence if approved?: _____

If so, have you entered into a Contract of Sale?: _____ Closing Date: _____

Will mortgage be paid upon sale?: _____

D. OTHER REAL ESTATE

Location: _____

Type: _____ Extent of Ownership: _____

Market Value: \$_____ Mortgage Indebtedness: \$_____

Annual Expenses: \$_____ Annual Income: \$_____

VI. LIABILITIES

<u>TYPE</u>	<u>NAME OF CREDITOR</u>	<u>ORIGINAL AMOUNT</u>	<u>OUTSTANDING AMOUNT</u>	<u>MONTHLY PAYMENTS</u>	<u># OF MONTHS REMAINING</u>

Do you pay alimony or child support? _____ Monthly Payments: \$ _____

Are you a Guarantor of another's indebtedness?: _____

If so, describe: _____

VI. RESIDENCES

If you own your own home, **DO NOT** complete this section.

Present Landlord: _____ Telephone #: _____

Rent: \$ _____ Dates of Occupancy: _____

Previous Landlord: _____ Telephone #: _____

Rent: \$ _____ Dates of Occupancy: _____

Please provide any information not contained in the application that you feel would be helpful to the Admissions Committee in evaluating your application. (Use space below and additional sheets if necessary.)

[illegible]

KEW MANOR OWNERS CORP.
131-11 Kew Gardens Road
Richmond Hill, NY 11418

Date: _____

We understand and acknowledge that Kew Manor Owners Corp. above does not allow dogs and at no time during ownership of the apartment will we harbor any dogs in the apartment. Also, we acknowledge 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