

**25-34 CRESCENT OWNERS CORP.**  
**25-34 Crescent Street**  
**Astoria, NY 11102**

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 25-34 CRESCENT 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.
- \_\_\_\_\_ 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. Submit **ONE (1)** set **ONLY**.
- \_\_\_\_\_ 12. A move in fee for the sum of **\$500.00** (refundable) made payable to **2534 Crescent Owners Corp.**

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 ALL OCCUPANTS AGE 18 AND OVER ARE REQUIRED TO SUBMIT A CREDIT CHECK AUTHORIZATION FORM AND CREDIT FEE. ADDITIONALLY, ALL APPLICANTS AND OCCUPANTS ARE REQUIRED TO BE INTERVIEWED BY THE BOARD.**

Please note that the application and all supporting documentation submitted must remain the property of 25-34 CRESCENT 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 **25-34 CRESCENT 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 **25-34 CRESCENT OWNERS CORP.** by its residents and which would govern the occupancy of the Applicant.

In no event will **25-34 CRESCENT 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, **25-34 CRESCENT OWNERS CORP.**, the Board of Directors and its agents assume no responsibility for expenses or liabilities resulting from any delay in its review.

**25-34 CRESCENT 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 2534 Crescent 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 **25-34 CRESCENT 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) \_\_\_\_\_

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

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):

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]

## 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

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Occupant Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Social Security #: \_\_\_\_\_

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

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

City, State, Zip Code: \_\_\_\_\_

25-34 CRESCENT OWNERS CORP.  
25-34 Crescent Street  
Astoria, NY 11102

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

It is hereby understood and agreed that when accepted as a unit owner at 25-34 CRESCENT 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