

## PROCEDURE FOR SALE OF SHARES

1) Shareholders who wish to sell their shares should ask the Board for a Purchase Application. The shareholder may submit this completed application to the Board when they have a signed contract of sale, and, if the sale is to be financed, after the prospective purchaser has made a loan application to a lender.

**If the shareholder wants the Board or the Corporation's attorney to discuss the Co-op with a prospective buyer, the shareholder must authorize this in writing. Any attorney's fee that these discussions may generate is the responsibility of the shareholder.**

**Before making copies of the application:** The shareholder should submit to the Board president or coordinator the original application with all attending information and documents for a review for completeness. If all is in order 8 complete copies of all requested information should be made and given to the Board president or coordinator along with a check, made out to the Corporation, for processing and the credit and reference checks (currently \$200).

2) The application includes a Purchase Application form; authorization forms for banks etc.; copy of the house rules; a request to purchase shares letter.

3) In addition the prospective purchaser must supply letters from three personal and, if self-employed, three business references for each applicant. References must include their phone numbers and addresses.

4) The applicant's three most recent pay stubs, latest three months' bank, and brokerage statements along with the most recent Federal Income Tax return must be supplied. Self-employed applicants must supply the two most recent years' tax returns along with the bank and brokerage statements.

5) Should there be any special circumstances or conditions about the sale or the financing, these should be fully explained in a letter to the Board. If there are documents, contracts and/or agreements, etc., that the Tenants Corp. or its Board will have to enter into and/or sign as a condition of the sale these must be fully explained in a letter to the Board and if possible, the actual documents should be submitted (excepting Recognition Agreements, see #8). Approval of purchase will be conditional on acceptance of the actual documents

6) Shareholders should submit the completed application and all requested information as one package, accompanied by the processing fee check. Only then will the Board review the application. When credit and reference checks are completed, the Board will decide whether to proceed with the application by making an appointment for the required interview with the applicant.

7) After the interview, the Board will decide whether to approve the applicant. The decision of the Board is final pending the completion of any requirements the Board may set including review of any financing documents.

8) If the Board approves the applicant, the shares may be sold according to the terms of the Proprietary Lease. If the sale is to be financed a standard AZTECH Recognition Agreement, (this is the only form of Recognition Agreement that the Corp. uses) and any other documents that the Board must sign must be completed and reviewed before a closing can be scheduled. A representative of the Corporation must attend the closing.

9) There will be an attorney's fee for processing the transfer of the shares (currently \$650). In addition, there is the Corporation's transfer fee on the sale of shares of \$20 per share. The shareholder is responsible for these and all other costs, including attorney's fees that are the result of the application.

THE APPLICATION PACKAGE MUST CONTAIN A COPY OF THE CONTRACT OF SALE

**REQUIRED INFORMATION CHECK LIST  
FOR TRANSFER OF SHARES APPLICATION:**

The shareholder should submit to the Board president the original application form and eight complete copies of all of the following items and any special circumstance items that apply to your sale:

- < Completed Purchase Application Form
- < Contract Of Sale
- < Authorization Forms:
  - Banks/Broker/Credit Union
  - Landlord/Co-op or Condo Board
  - Employer
- < Request To Purchase Shares Letter
- < Reference Letters (for *each* applicant):
  - Three Personal and, If Self-employed, Three Business
  - (References must include their phone numbers and addresses.)
- < Applicant's Three Most Recent Pay stubs
- < Applicant's Three Most Recent Months' Bank And Brokerage Statements
- < Applicant's Most Recent Federal Income Tax Return
- < If Self-employed Applicant's Two Most Recent **Years'** Federal Tax Returns
- < \$200 Check for Processing Application (made out to the Tenants Corp.)

SPECIAL CIRCUMSTANCES: (Include with the Application submission)

- < Explanation Letter
- < Special Documents (If available when submitting Application)

AFTER INTERVIEW, IF TRANSFER IS APPROVED:

- ⊙ Loan Commitment Letter (if the purchase is financed)
- < Standard Form AZTECH Recognition Agreement
  - (Supplied by Tenants Corp.'s attorney, if the purchase is be financed)

**PURCHASE APPLICATION** (PLEASE PRINT OR TYPE.)

*If your information does not fit in the space provided, please use additional sheets. If there is a guarantor or co-signer, they should complete an application, also.*

**PERSONAL INFORMATION**

Date:

Applicant Name:

Address:

Home phone number:

Citizenship:

Social Security #:

Do you own or rent your home?

Monthly charges:

Dates of residence:

Prior residence if less than 3 yrs:

Employer:

Employer's

Address:

Business phone number #:

Nature of business:

Employment dates:

Position Held:

Prior employer and position if less than 3 years:

Salary last year:

Bonus income last year:

Other Income last year:

Education and Professional Background:

Applicant: Life Insurance:

Amount \$

Premium

Cash Value

Beneficiary

### **GENERAL INFORMATION**

Name(s) cooperative stock will be held in:

Names and relationship of proposed occupants of the Apartment and the ages of children, if any:

Will there be any pets in the apartment? Yes      No

Will the apt. be used for only residential purposes? Yes      No

List 3 personal references for each applicant (include name, address, and phone number).

If self-employed list 3 business references, too (include name, address, and phone number).

Will the apt. be used for other than residential purposes? Yes      No      If YES  
please explain:

Names of anyone in the building known to the Applicant:

Other than your home, do you rent space or property? Yes  
No

Monthly rent: \$

Landlord's name, address and phone number:

Name and branch of your bank:

### **APARTMENT SALE INFORMATION**

Purchase price of apt. (\*): \$

ENTER BELOW INFORMATION FROM THE LOAN YOU HAVE APPLIED FOR

Amount to be financed (\*\*): \$

Interest rate of loan:                      %   Term:                      Years

Monthly payments: \$

(please check one) Fixed:                      Adjustable:

Adjustable Loans: Maximum Rate                      % Index Used

Adjustment Period                      Max. Adjustment For Period

Fixed Payment Period If Any

Fill in Name, address and phone number of:

Lender:

Seller

Broker

Applicant's Attorney:

Seller's Attorney:

A COPY OF THE CONTRACT OF SALE MUST BE ATTACHED TO THIS APPLICATION.

### INCOME INFORMATION

Applicant

Amount projected to receive this year from:

Employment            \$,  
Bonus                 \$.  
Dividends            \$,  
Interest               \$.  
Rent                   \$

Alimony/Child Support \$

Sale of Capital Assets \$

Other (Itemize separately below or on a separate sheet):

\$

**Total Annual**            \$

**Total Combined Gross Monthly Income \$**

*(If 2 applicants add both total incomes and divide by 12)*

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### WORKSHEET

Purchase price of apt. \$,  
Escrow

10 %

Amount to be financed ***(May not exceed 80% of purchase price.)***

Cash Remainder

Escrow+Remainder % Of Purchase Price    %

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Monthly Loan Payment \$

Applicant(s)Gross Monthly Income \$

Monthly Maintenance \$

**Total Apt. Cost \$**

Total Other Monthly Obligations \$

**Total Mthly Apt. Cost & Obligations \$**

Total Cost % Mthly Income    %

***(Should not exceed 33% of gross monthly income.)***

- Include major obligations monthly amount - Mortgages; Real Estate Taxes on properties owned, rent on properties leased, alimony, car payments, loans, etc.

### **FINANCIAL QUESTIONS**

PLEASE ANSWER YES OR NO. OTHER REFERS TO CO-SIGNER/GUARANTOR  
APPLICANT

HAVE YOU ANY OUTSTANDING JUDGMENTS?

IN THE LAST 7 YEARS, HAVE YOU BEEN DECLARED BANKRUPT?

HAVE YOU HAD PROPERTY FORECLOSED UPON OR GIVEN  
TITLE OR DEED IN LIEU THEREOF?

ARE YOU A CO-MAKER OR ENDORSER ON A NOTE?

ARE YOU A PARTY IN A LAW SUIT?

ARE YOU OBLIGATED TO PAY ALIMONY, CHILD SUPPORT?  
ALTERNATIVELY, SEPARATE MAINTENANCE?

WILL ANY PART OF YOUR CASH PAYMENT BE BORROWED?

DO YOU OR ANY MEMBER OF YOUR FAMILY HAVE DIPLOMATIC STATUS?

WILL THERE BE A CO-SIGNER OR GUARANTOR OF THE  
MORTGAGE OR MAINTENANCE

DO YOU PAY ALIMONY OR CHILD SUPPORT?

ANNUAL AMOUNT OF ALIMONY OR CHILD SUPPORT:

If a "Yes" answer is given to a question in this column, explain below, on the back of the  
sheet or on an additional sheet.

## **BALANCE SHEET**

As of the last day of the month immediately preceding date of application:

This sheet is for: Applicant only

### **ASSETS**

	Cash \$
	Checking Accounts (Note 1)
	Savings Accounts (Note 1)
	Marketable Securities (Note 2)
	Life Insurance Net Cash Value
	Non-Marketable Securities (Note 2)
Real Estate Owned (Note 3)	Vested Interest in Retirement Fund (Note 5)
Net Worth of Business Owned (Note 5)	Automobile/Pleasure Craft Owned (Note 4)
	Furniture and Personal Property
	Notes Receivable
	Other Assets (Note 5)
	TOTAL ASSETS \$

### **LIABILITIES**

	Installment Debt Payable (Note 6) \$
	Other Unsecured Loans (Note 6)
	Real Estate Loans (Note 4)
Automobile/Pleasure Craft Loans (Note 6)	
	Other Secured Loans (Note 7)
	Other Liabilities (Note 7)

TOTAL LIABILITIES \$

### **NET WORTH**

TOTAL LIABILITIES & NET WORTH \$

(The Notes on the attached page are part of this Balance Sheet and should be completed.)



**NOTES FOR BALANCE SHEET** ( This sheet is for: Applicant only:)

	Name and Address of		
NOTE 1>	Banking Institution	Account #	Balance

NOTE 2>	Type	Market	Annual
No. Shares	Security	Issuer	Value Divd/Interest

NOTE 3>	Present	Address of	Type of	Cost of	Market
	Mortgage	Property	Property	Property	Value& Loans

NOTE 4> Make and Year of Vehicle;

NOTE 5> Briefly Describe Other Assets;

NOTE 6> Please Provide the following for all Installment Debts including Charge Accounts:

Creditor's Name	Account	Monthly	Months	Unpaid
and Address	Number	Payments	Left	Balance

NOTE 7> Briefly describe any other liabilities:

\*NOTE: If accounts are under different or separate names, please indicate this as you list the accounts.

From:

To: Board of Directors, 344-348 West 38th Street Tenants Corp.

I the undersigned hereby submit this Application to purchase shares of stock in 344-48 West 38th St. Tenants Corp. and the Proprietary Lease for Apartment #at 348 West 38th Street. I hereby acknowledge my understanding of the following:

Pursuant to authority granted in the Proprietary Lease and By-Laws of this Corp., the Board of Directors will utilize this application to obtain background information regarding applicant.

1. The Board of Directors may require additional information and will require that the applicant appear for a personal interview.
2. The proposed purchase cannot be consummated without the Board's consent.
3. We/I have read the Master Lease, Proprietary Lease and House Rules which govern the occupancy of the apartments by its residents and which would govern the occupancy by the applicant.
4. In no event will the Corp., the Board of Directors or its agents be responsible for any liabilities or expenses incurred by any applicant whose application is disapproved.
5. While the Board of Directors will attempt to review all applications promptly, the Corp., the Board of Directors and its agents assume no responsibility for expenses or liabilities resulting from any delay in its review.
6. Falsification of any of the application's information, or omission of material information here from, may result, without limitation,. 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. described herein in order to elicit information bearing upon this Application. The undersigned hereby makes this Application to purchase shares of stock in the Corp. and the Proprietary Lease for the Apartment described above. The undersigned acknowledges that, if this Application is accepted, the undersigned will not, without the prior written consent of the Board of Directors: pledge the share of the Corp.'s Stock; make alterations to the Apartment; sublease the Apartment; permit non-family members to reside in the Apartment for more than one month; use the Apartment for other than residential or combination residential/work purposes as permitted by applicable laws, zoning regulations and the Board of Directors; or violate any provision of the Master Lease, Proprietary Lease, House Rules, or By Laws including their amendments and changes. The undersigned acknowledges that the undersigned is acquiring the Apartment in an "as is" condition. The undersigned confirms the accuracy of all of the information contained herein.

Applicant:

Date:

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COPY AND FILL IN ONE FOR •EACH•  
BANK OR CREDIT UNION AND BROKERAGE ACCOUNT •  
**LANDLORD(S)** (INCLUDES COOP AND CONDO BOARDS) AND **EMPLOYER(S)**

DATE

NAME OF INSTITUTION (BRANCH #)

Ladies and Gentlemen:

YOU ARE HEREBY AUTHORIZED TO GIVE TO  
344-348 WEST 38TH STREET TENANTS CORP., AND/OR CONSUMER  
CREDIT SERVICE INFORMATION PERTAINING TO MY ACCOUNT.

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APPLICANT'S SIGNATURE

PRINT NAME

APPLICANT'S ADDRESS

ACCOUNT(s) NUMBER

Return to  
Consumer Credit Service  
225 Westchester Ave. PO Box 268  
Port Chester, NY. 10573  
(800) 428-7734 (914) 939-3071 fax (914)939-3071

**REQUEST FOR INVESTIGATION**

CALL CONSUMER CREDIT SERVICE (ABOVE) AND OBTAIN THEIR CURRENT FORM.  
FILL IT OUT AND INCLUDE IN THE PACKAGE.

PRINT NAME

APPLICANT'S ADDRESS

ACCOUNT(s) NUMBER

Return to  
Consumer Credit Service  
225 Westchester Ave. PO Box 268  
Port Chester, NY. 10573  
(800) 428-7734 (914) 939-3071 fax (914)939-3071