

Purchase Application

1) Submit Application. Proposed Purchaser completes Purchase Application and submits to Imani Management 7 copies of the application with a \$250 non-refundable purchase application fee payable to Imani Management, Inc. Mail or deliver completed application to Imani Management, Inc. 412 Malcolm X Boulevard Front #1, New York, NY 10037. You may also email your application to: info@imanimgmt.com or fax it to: 212-781-9609.

2) Interview by Board of Directors; Board Decision. The Board of Directors may ask the applicant to appear for an interview by the Board. An applicant may be requested to bring additional documents or information to the interview, or to produce additional documents or information after the interview.

The Board of Directors reserves the right to approve or reject any application.

The Board of directors may grant its approval subject to the purchaser or shareholder complying with certain specified conditions.

3) If approved. The seller or purchaser's attorney will contact the corporation's attorney to schedule a closing.

At the closing the **seller** will be required to:

1. Return his/her proprietary lease for cancellation.
2. Bring a certified or bank check to pay the Flip Tax.
3. Comply with all closing requirements as specified by the corporation or its counsel.

At closing the **purchaser** will be required to:

1. Deliver a copy of apartment owner's insurance policy satisfactory to board
2. Comply with any other requirements as specified by the corporation or its counsel

The purchaser should note that a move-in date and time must be scheduled through the management company. You will not be allowed to move-in without scheduling in advanced. A seller must pay a **\$500 MOVE-OUT DEPOSIT. A PURCHASER MUST PAY A \$500 MOVE IN DEPOSIT. DEPOSITS MUST BE PAID IN ADVANCE.**

An incomplete Purchase Application will not be returned to the applicant.

This application is to purchase an apartment in a co-op building in:

Manhattan

Bronx

Brooklyn

All adults who will reside in the apartment or who will be named on the stock certificate and proprietary lease must complete the purchase application and appear for the interview(S).

All communications or questions regarding this application are to be directed to Imani Management.

The last page of this purchase application package is a list of documents that must be attached to this application. Please make certain that all documents are attached and are legible. If anything is missing or illegible the application shall be returned to the applicant without being reviewed.

Please print or type all information

The undersigned applies for approval by the Board of Directors to purchase the shares of stock and acquire by assignment the proprietary lease appurtenant to the following apartment.

General Information

Building Address: _____

Apartment: _____

Current Monthly Maintenance: _____

Purchase Price \$ _____

Amount to be financed: _____

Lender: _____

Proposed Closing Date: _____

Proposed Occupancy Date: _____

Seller Information

Seller's Name: _____

Co-Seller's Name: _____

Seller's Present Address: _____

Seller's Telephone Number. _____

Is the apartment presently subject to a lender's lien Yes___ No___?

Seller's attorney: _____

Law Firm: _____

Address: _____

Tel.: _____

Purchaser Information

This information must be provided for each adult (18) years or older who is to reside in the apartment. If additional space is needed please copy pages and attached to this application.

Applicant's Name: _____
Applicant's Telephone Number _____
Applicant's Social Security Number _____
Applicant's Date of Birth: _____
Co-applicant's Name _____
Co-applicant's Telephone Number _____
Co-applicant's Social Security Number _____
Co-applicant's Date of Birth: _____

Current and Prior Housing

Current Address: _____
Number of years at this address: _____
Monthly rent \$: _____

Current Landlord: Please provide Name, address and telephone Number below:

If you have lived in the above address for less than two years, then in addition to information on your current rental situation, please complete the following information from the two rentals prior to your current rental:

Previous address _____
Number of years at this address: _____
Monthly rent _____
Current Landlord: Please provide name, address and telephone Number below:

Previous address _____
Number of years at this address: _____
Monthly rent _____
Current Landlord: Please provide name, address and telephone Number below:

Employment

Name of Applicant's Employer _____
Address of Employer _____
Telephone number of Employer _____
Years employed at this job _____ Title _____
Annual Salary _____

Education

Applicant's Educational Background

High School _____ year Graduated _____
College _____ year graduated _____
Major area of study _____

Co-Applicant's Educational Background

High School _____ year Graduated _____
College _____ year graduated _____
Major area of study _____

Personal References (3)

Name _____
Address _____
Telephone Number _____
How long have you known this person? _____
How do you know this person? _____

Name _____
Address _____
Telephone Number _____
How long have you known this person? _____
How do you know this person? _____

Name _____
Address _____
Telephone Number _____
How long have you known this person? _____
How do you know this person? _____

Business References (3)

Name _____
Address _____
Telephone Number _____
Business Relationship _____

Name _____
Address _____
Telephone Number _____
Business Relationship _____

Name _____
Address _____
Telephone Number _____
Business Relationship _____

In addition to providing the above information, please attach letters of references from the people you have chosen. Please provide references for applicant and co-applicant if applicable.

Hobbies, Pertinent, Organization Membership

Applicant's Name: _____

List any membership in societies or organizations relating to apartment management or ownership that may indicate knowledge or skills you feel would make you a valuable asset to the co-op.

List Hobbies _____

List volunteer/Philanthropic Activities _____

Co-Applicant: _____

List any membership in societies or organizations relating to apartment management or ownership that may indicate knowledge or skills you feel would make you a valuable asset to the co-op.

List Hobbies _____

List volunteer/Philanthropic Activities _____

General Information

How many people will be living in the apartment? _____

Please provide full name of all people living in the apartment

Have you ever applied to purchase a co-op or condominium? _____

If you did, please provide the name and address of each co-op condo and the decision rendered.

Please include date and if your application was denied, please state

why _____

Please provide any other information that you feel may be pertinent or helpful in support of your application:

CREDIT AUTHORIZATION STATEMENT

This shall authorize the procurement of a consumer report by Imani Management Inc. for the purposes of credit reports for prospective tenancy. In connection with the request, I authorize all corporations, companies, former employers, supervisors, credit agencies, educational institutions, law enforcement agencies, city, state, country and federal courts, motor vehicle bureaus, military services and persons to release information they may have about me to the person or company with which this form has been filed, or their agent.

I also authorize the procurement of an investigative consumer report and understand that it may contain information about my background, credit, character and personal reputation. This authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested.

I understand that I have the right to request additional disclosure as to the nature and scope of the investigation, upon written request, within a reasonable period of time.

Print Name

Applicant's Signature

Social Security Number

Date of Birth

Driver ID Number

State

Current Street Address

Town or City

State

ZIP CODE

List of Documents to be submitted with application:

- Last two (2) years personal income tax returns
- Employment letter
- Proof of income (Last three 3) paystubs
- Copy of current government identification
- Last three (3) bank statements
- Two (2) letters of recommendations from non-family members
- Last monthly or quarterly statement for any other investments
- Bank Approval Letter