



**REFCO MANAGEMENT CO. INC.**  
**P.O. BOX 1027**  
**ROCK HILL NY 12775**  
**PH – 845-888-5246**  
**FAX – 845-888-8312**  
**E-Mail – [FrankRefco@gmail.com](mailto:FrankRefco@gmail.com) (Frank)**

**[WWW.REFCOMANAGEMENT.COM](http://WWW.REFCOMANAGEMENT.COM)**

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**Date Submitted:** \_\_\_\_\_

To: Prospective Purchasers

Re; Application to Purchase

**Dear Purchaser(s):**

Attached is the application package you have requested. Please review and complete in **FULL**. Attached the copies of all necessary documents and complete each form of the application. Should you need assistance please feel free to contact my office.

There is a \$500.00 **NON-REFUNDABLE** application fee which should be made payable to Refco Mgmt. Co. Inc., and included in your completed package and **PAID SOLEY BY THE OWNER OF THE APARTMENT**. Applications that are incomplete will not be accepted and the application fee is **NON-REFUNDABLE**. Please refer the your specific co-op's house rules for any co-op fee's. All **CO-OP FEES MUST BE PAID TO THE RIGHT ENTITY**. The background check is included in the application fee. **If there are 2 applicants, the fee will be \$600.**

Once the application package is received, one (1) copy, one original, and a pdf copy, I shall review the application and if completed, forward to the Board of Directors. I also arrange the Board interview to be held, and notify everyone when the process is completed and a decision has been made.

The entire process, once received in this office and complete, with all the necessary documentation, can take up to thirty (30) days.

Thank you for your attention in this matter.

Sincerely,

Frank A. DeGuzman

## **APPLICATION INSTRUCTIONS**

### **Your Application packet should contain the following (entitled):**

Application Acknowledgement Page 3  
Purchase Application – Page 4 & 5  
Application Information – Page 6  
Application Questionnaire – Page 7  
Personal Financial Statement – Pages 8 and 9  
Background Check Form – Pages 10 and 11

### **Please attach the following to your application:**

Copy of Last 3 Bank Statements  
Copy of your complete 1040 for the last three years.  
Copy of your W-2 – last 3 years  
Copy of your Purchase Agreement or Sales Contract  
Copy of Commitment Letter, Recognition Agreement, and Loan Application (if financing)  
Copy of Drivers License and Social Security Card. Must be Clear and Legible)  
Signed copy of Co-op Corporations House Rules  
Signed Background check authorization form completed, signed and paid.

### **References:**

Present Landlord, or Managing Agent, Letter  
Previous Landlord (if living at current residence less than two years)  
Present Employer Letter with Companies Letterhead  
Previous Employer (if employed at current position less than two years) Banks, two if applicable (copy of bank statements)  
Personal three references not related. Letters  
If self-employed, please provide you business' latest balance sheet, profit and loss Statement, Last year's tax return

Please fill our all parts of the application. Please use a ballpoint pen and Print. Application will not be reviewed unless complete. Please forward 5 complete sets of the application for Board Members. If you have any questions, please feel free to contact my office.

Sincerely,

Frank A. DeGuzman

**APPLICATION ACKNOWLEDGEMENT**

To: Board of Directors: \_\_\_\_\_

I/We, the undersigned hereby submit this Application to Purchase \_\_\_\_\_ shares of stock in \_\_\_\_\_ and the Proprietary Lease for Apartment \_\_\_\_\_ at \_\_\_\_\_ I/We hereby acknowledge my/our understanding of the following:

- 1. Pursuant to authority granted in the Proprietary Lease and By-Laws of this Corporation, the Board of Directors will utilize this Application to obtain background information regarding proposed purchasers of the Corporation's Stock.
- 2. The Board of Directors may require additional information and will require that the applicants appear for a personal interview sent.
- 3. The proposed purchase cannot be consummated without the Board's consent.
- 4. We have read the Proprietary Lease and House Rules which govern the occupancy of the apartment by its residents and which would govern the occupancy of the applicants.
- 5. In no event will the Corporation, the Board of Directors or its agents be responsible for any liabilities or expenses incurred by any applicant whose application is disapproved.
- 6. While the Board of Directors will attempt to promptly review all applications, the Corporation, the Board of Directors and its agents assume no responsibility for expenses or liabilities resulting from any delay in its review.
- 7. Falsification of any of the following information, or omission of material information here from may result, without limitation, in revocation of the Board of Directors' approval and termination of the applicants' Proprietary Lease.

The undersigned hereby authorize 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 Corporation 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 shares of the Corporation's Stock; make structural 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 purposes or violate any provision of the Proprietary Lease, House Rules, or By-Laws. The undersigned acknowledges that the undersigned is acquiring the Apartment in an "as is" contained. The undersigning confirms the accuracy of all the information contained herein.

**APPLICANT:**

**CO-APPLICANT (if any) Submit separate Application**

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

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

\_\_\_\_\_  
**Sign Name**

\_\_\_\_\_  
**Sign Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**PURCHASE APPLICATION FOR COOPERATIVE APARTMENT**

**Building:** \_\_\_\_\_ **Apartment #** \_\_\_\_\_ **Shares:** \_\_\_\_\_

**Purchase Price:** \_\_\_\_\_ **Monthly Maintenance:** \$ \_\_\_\_\_

**Amount Financed:** \_\_\_\_\_ **Anticipated Closing Date** \_\_\_\_\_

**SELLER (S):** **Name:** \_\_\_\_\_ **SS#** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Name:** \_\_\_\_\_ **SS#** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_

**SELLER ATTORNEY:** **Name:** \_\_\_\_\_ **Tel:**( \_\_\_\_\_ ) \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_ **Address** \_\_\_\_\_

**PURCHASER (S)** **Name:** \_\_\_\_\_ **SS#** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Name:** \_\_\_\_\_ **SS#** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_

**PURCHASER ATTORNEY**

**Name:** \_\_\_\_\_ **Tel:**( \_\_\_\_\_ ) \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_ **Address** \_\_\_\_\_

**FINANCIAL INSTITUTION:**

**Name of Institution** \_\_\_\_\_ **Address** \_\_\_\_\_

**Name of Attorney** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**PURCHASE APPLICATION FOR COOPERATIVE APARTMENT**

**PURCHASER(S) BANK REFERENCES:**

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Account No. \_\_\_\_\_

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Account No.: \_\_\_\_\_

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Account No.: \_\_\_\_\_

Annex copies of verification from each bank as to balances,  
Annex copy of completed financial statement, last three years Form 1040, and 3 personal reference letters,

The purchaser(s) hereby acknowledge(s) that consent of the Board of Directors of \_\_\_\_\_  
\_\_\_\_\_ required by the terms of the Proprietary Lease. The purchaser(s) hereby agree(s) to submit to  
the Board all further documentation and information required by the Board. The purchaser(s) hereby give  
permission for the Board to contact employers and persons giving personal references.

\_\_\_\_\_  
DATE SIGNATURE OF PURCHASER

\_\_\_\_\_  
DATE SIGNATURE OF PURCHASER

**SELLER ACKNOWLEDGES THAT THE FACTS CONTAINED HEREIN AS TO THE PURCHASE PRICE ARE TRUE AND  
CORRECT.**

\_\_\_\_\_  
DATE SIGNATURE OF SELLER

**APPLICANT INFORMATION**

**Applicant** (If More than one applicant submit two separate pages )

Name \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_

E-mail \_\_\_\_\_

**(If OWNER OF A BUSINESS)**

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

Business Phone \_\_\_\_\_

Fax # \_\_\_\_\_

**Employment**

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

Length of Employment \_\_\_\_\_

Annual Income \$ \_\_\_\_\_

Position \_\_\_\_\_

Name of Contact Person to contact and contact Number \_\_\_\_\_

**Landlord**

Present Landlord or Agent Name \_\_\_\_\_

Landlord or Agent Contact Number \_\_\_\_\_

Present address of Landlord or Agent \_\_\_\_\_

Current address associated with above \_\_\_\_\_

Do you own any animals? Yes \_\_\_\_\_ or No \_\_\_\_\_ If Yes Explain \_\_\_\_\_

\_\_\_\_\_

What names will be on Stock? \_\_\_\_\_

Is there anyone else who will occupy the unit? \_\_\_\_\_

Application to Purchase Questionnaire

<u>Question</u>	YES	OR	NO
1 – Have you any outstanding judgments?	_____		_____
2 – In the last 7 years, have you declared bankruptcy?	_____		_____
3 – Have you had property foreclosed upon or given title or In lieu thereof?	_____		_____
4 – Are you a co-maker or endorser on a note	_____		_____
5 – Are you a party in a law suit?	_____		_____
6 – Are you obligated to pay alimony, child support or Separate maintenance?	_____		_____
7 – Will any part of your cash payments be borrowed?	_____		_____
8 – Do you or any member of your family have Diplomatic status? If “Yes” explain below:	_____		_____

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Financial Statement**

Name \_\_\_\_\_

The Following is submitted as being true and accurate statement of the financial conditions of the undersigned on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**ASSETS**

**Applicant**

Cash In Banks	
Money Market Funds	
Contract Deposit	
Investments Bonds & Stocks See Schedule	
Investment in Own Business	
Accounts and Notes Receivable	
Real Estate Owned – See Schedule	
Automobiles Year:        Make:	
Personal property furniture	
Life Insurance Cash Surrender Value	
<b>Retirement Funds/ IRA</b>	
401K	
KEOGH	
Profit Sharing/Pension Plan	
Other Assets	
<b>Total Assets</b>	\$

**Liabilities**

**Applicant**

<b>Notes Payable:</b>	
To Banks	
To Relative	
To Others	
<b>Installment Accounts Payable:</b>	
Automobile	
Other Accounts Payable	
Mortgages Payable on Real Estate – See schedule	
Unpaid Real Estate Taxes	
Unpaid Income Taxes	
Chattel Mortgages	
Loans on Life Insurance Policies (Include Premium advances)	
Outstanding Credit Card Loans	
Other Debts – Itemize	
<b>Total Liabilities</b>	\$
<b>NET WORTH</b>	\$

**Sources Of Income**

Base Salary	\$
Overtime Wages	\$
Bonus and commissions	\$
Dividends and Interest Income	\$
Real Estate Income (Net)	\$
Other Income (Itemize)	\$
<b>Total</b>	\$

As Endorser or Co Maker of Note	\$
Alimony Payments (annual)	\$
Child Support	\$

**Contingent Liabilities**

**Projected Expenses Monthly**

Maintenance	\$
Apartment financing	\$
Other Mortgages	\$
Bank Loans	\$
Auto Loans	\$
<b>Total</b>	\$



**FINANCIAL SCHEDULE**

**SCHEDULE OF BONDS AND STOCKS**

Amount of Shares	Description (Extended Valuation in column)	Marketable Value	Non Marketable Value

**SCHEDULE OF REAL ESTATE**

Description and Location	Cost	Actual Value	Mortgage Amount	Maturity Date

**SCHEDULE OF NOTES PAYABLE**

Specify any assets pledged as collateral Including the liabilities they secure:

To Whom Payable	Date	Amount	Due	Interest	Pledged As Security

The forgoing application Pages 1 to 9 has been carefully prepared and the undersigned hereby solemnly declare(s) and certify(s) that all the information contained herein is true and correct.

Date \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

\*A copy of the Contract of Sale and the Mortgage Application, if any must be attached to this application

# BACKGROUND CHECK APPLICATION

## Applicant(s) Information and Signature Release

Print Clearly - All Fields are **Required** 2 pages

(Note: Tenant requests are per applicant and not filed per bureau compliance)

Applicant Full Name: \_\_\_\_\_

First

Middle

Last

SSN#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_ APT# \_\_\_\_\_

CITY: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Former Address (if not a present address for 2 years)

Drivers License # \_\_\_\_\_

Current Bank Account Number \_\_\_\_\_

Current Bank Routing Number \_\_\_\_\_

### CURRENT LANDLORD INFORMATION: NO P.O BOXES

Name: \_\_\_\_\_

First

Middle

Last

Phone #: \_\_\_\_\_ Address: \_\_\_\_\_ APT #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### CURRENT EMPLOYER INFORMATION:

Name of Company: \_\_\_\_\_

Address of worksite: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer Contact Name: \_\_\_\_\_

First

Middle

Last

Employer contact phone #: \_\_\_\_\_

**PREVIOUS ADDRESS**

Address: \_\_\_\_\_ APT# \_\_\_\_\_

CITY: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**PREVIOUS LANDLORD ADDRESS AND CONTACT**

Name \_\_\_\_\_

Address: \_\_\_\_\_ APT# \_\_\_\_\_

CITY: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact Number \_\_\_\_\_

**I Authorize the named Below to obtain a credit report, Criminal report Bad Check Writing history, Landlord-Tenant Court filing, Employment Verification including Salary and or even eviction check, on me, through American Tenant Screen INC for tenant screening purposes.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**FAX COMPLETED REQUEST AUTHORIZATION FORM TO 845-888-8312**

