



Dear Prospective Buyer,

The following are the documents and fees that you will need to help process your application

PLEASE NOTE THIS APPLICATION IS FOR COOP/CONDOMINIUM PROPERTIES.

FEES:

\$250.00- Credit check per person, made payable to EK Realty, LLC

\$250.00- If you require a mortgage questionnaire to be answered, made payable to EK Realty, LLC

Tenant Agrees to a NON-REFUNDABLE \$500.00 Pet fee for each pet as required.

You can pay via Zelle to ekrealty@ekrealtyllc.com/ Venmo to [@ekrealtyllc](https://venmo.com/ekrealtyllc).

PLEASE SUBMIT PAPERWORK TO EKREALTY@EKREALTYLLC.COM

REQUIRED DOCUMENTATION:

1. Completed and signed application.
2. Employment letter (s).
3. Last five pay stubs for each purchaser.
4. Two personal reference letters for each purchaser (Can be combined)
5. Last two years of federal income tax returns (Form 1040)
6. Last three bank statements.
7. Government issued photo id (s).
8. If you have a pet or are planning on getting one, please provide a photo as well as a Veterinarian report and detailed proof of inoculation.

Should you have any questions please call us at 212.957.1770

Sincerely Yours,
EK Realty, LLC

BACKGROUND SEARCH RELEASE AUTHORIZATION

I voluntarily consent to and authorize TenantSafe/ApplicantSafe, herein referred to as company, and or their assigned agents, or consumer reporting agencies to request and receive any consumer reports, investigative reports, or information concerning me. Reports requested may include any of the following: Law Enforcement Records, Criminal Records, D.M.V. Records, Civil Records, Employment/Rental Verifications, Eviction Searches, Education verification and Consumer Credit Reports.

I authorize any persons, companies, corporations, consumer reporting agencies, courts of law, current or past employer to furnish company and or their assigned agents, associates or consumer reporting agencies with any or all information concerning me. I further agree to release Company and or their assigned agents, associates or consumer reporting agencies and all persons and organizations providing information from any and all claims, liability and responsibility arising out of the release of such information in connection with this research.

I understand that I have specific prescribed rights as a consumer under The Federal Fair Credit Reporting Act (FCRA) and may have additional rights under relevant specific state laws. **This authorization does not include a release of my medical information.**

THIS APPLICATION IS SUBJECT TO VERIFICATION AND ACCEPTANCE BY THE LANDLORD. CREDIT DEPOSIT IS NON REFUNDABLE, EVEN IF APPLICATION IS DENIED. LANDLORD OR AGENT SHALL HAVE THE RIGHT TO RUN ANOTHER CREDIT CHECK DURING THE TENANTS OCCUPANCY, OR IF TENANT LEAVES PREMISES WITH A BALANCE.

Applicant 1: _____ Date: _____

Applicant 2: _____ Date: _____

Date Submitted _____

From: **E K Realty- Application Processing Desk**

To: Board of Directors/Managers

Attention: _____

Owner's Name _____



939 8th Avenue, Suite 301 New
 York, NY, 10019
 Ekrealty@ekrealtyllc.com
 www.ekrealtyllc.com

Number of Copies _____

Apartment Applied For _____

Application Type Resale _____ Sublease _____ Transfer _____

Interview Needed Yes _____ No _____ Interview Date _____

Response



Approval Yes _____ No _____

The second part of this report is confidential, and its contents are not to be disclosed. All respective parties are to be notified only by phone. No written confirmation will be given in regard to the application status. **Cooperative Boards are not required to provide details about the outcome of their decisions**

APPLICATION FOR PURCHASE

Building _____ Apartment _____

Price _____ Proposed Closing Date _____

Date of Application _____ Desired Move in Date _____

Unit Number _____ Owner Name _____

APPLICANT (1) PERSONAL INFORMATION

Name _____ Telephone # _____

Date of Birth _____ Social Security Number _____

Current Address _____

How Long _____ Years Rent\$ _____ Month/Week (Circle one)

Landlord/Mtge Holder _____ Tel.# _____

APPLICANT (2) PERSONAL INFORMATION

Name _____ Telephone # _____

Date of Birth _____ Social Security Number _____

Current Address _____

How Long _____ Years Rent\$ _____ Month/Week (Circle one)

Landlord/Mtge Holder _____ Tel.# _____

of persons to occupy apartment _____

Relationships _____

APPLICANT (1) EMPLOYMENT INFORMATION

Business/Employer _____ Telephone# _____
Business Address _____ Position _____
Supervisor _____ Telephone# _____
Salary/Present Income _____ (Month/Week) Additional Income _____

APPLICANT (2) EMPLOYMENT INFORMATION

Business/Employer _____ Telephone# _____
Business Address _____ Position _____
Supervisor _____ Telephone# _____
Salary/Present Income _____ (Month/Week) Additional Income _____

If you are a student please list school address, education level and expected date of graduation.

APPLICANT (1) BANK AND CREDIT INFORMATION

Banks Name _____ Address _____
Savings Account Number _____ Checking _____
Credit Account (Name) _____ Number _____

APPLICANT (2) BANK AND CREDIT INFORMATION

Banks Name _____ Address _____
Savings Account Number _____ Checking _____
Credit Account (Name) _____ Number _____

EMERGENCY CONTACT

Name _____

Relationship _____

Address _____

Telephone _____

ADDITIONAL INFORMATION

Please tell us any other information that might help us elevate your application.

General Terms:

Shareholders, Tenants and Subtenants must obtain THEIR OWN INSURANCE POLICY TO PROTECT THEIR PERSONAL BELONGINGS AND FURNISHINGS.

AUTHORIZATION - PLEASE READ CAREFULLY BEFORE SIGNING

In considering this application from you, the applicant, management will rely heavily on the information which you have supplied. It is important that the information be accurate and complete. By signing this application, you represent and warrant the accuracy of the information, and you authorize management to verify references that you have listed, contact individuals listed in the application, obtain copies of credit and financial information, and agree to hold such persons harmless with respect to any information they may give out. All original applications and any attached documents are not returnable.

Signed (Applicant 1) _____

Date _____

Signed (Applicant 2) _____

Date _____