

# 209 East Seventh Street HDFC

## Co-op Application

**APARTMENT SIZE REQUEST:** 1 BEDROOM \_\_\_\_\_ 2 BEDROOMS \_\_\_\_\_ 3 BEDROOMS \_\_\_\_\_

### Applicant Information:

**Name**

Date of Birth

Street Address

City/ State/Zip

Phone

Email

### Co-Applicant /Spouse Information:

**Name**

Date of Birth

Street Address

City/State/Zip

Phone

Email

### Household members that will be residing with you:

**Name/Relationship**

Date of Birth

**Name/Relationship**

Date of Birth

**Name/Relationship**

Date of Birth

**OTHERS:** please attach extra page

### Employment Information:

**Applicant:**

Employer

How long?

Address

Phone

Email

Hourly Wage/Annual Salary

Position

**Previous Employer**

Address

Phone/ Email

How long?

**Co-Applicant/Spouse:**

Employer

How long?

Address

Phone

Email

Hourly Wage/ Annual Salary

Position

**Previous Employer**

Address

Phone/Email

How long?

**Income Information:**

**Please provide Tax Returns for 3 years for all adult applicants UPON REQUEST  
(we ask that you hold this information until an apartment is posted for sale)**

2018 AGI =

2017 AGI=

2016 AGI=

**Additional Income: Any additional income information not included in tax returns, such as child support or inherited assets**

**Assets: Please provide a complete List- Name of Banks and Current Balances**

Checking Accounts:

Saving Accounts:

Interest/Dividend Accts:

Brokerage Accts:

**Recent statements from all accounts will be requested at later time.**

**Housing References:**

**Name of Current Landlord/Property Mgmt Co:**

Address:

Phone:

Monthly Rent:

How long at this address?

**Name of Previous Landlord/Prop Mgmt Co:**

Address:

Phone:

Monthly Rent:

How long did you live at this address?

**Other Property Information:**

Do you own your own residence?

Monthly mortgage payment: \$

Do you own any other property anywhere?

How about land?

If so, where?

Is there a mortgage?

**REFERENCES:**

Please provide 4 Business or Character Reference Letters and list contacts below

**Name**

Address

Phone/ Email:

**Name**

Address

Phone/ Email:

**Name**

Address

Phone/Email:

**Name**

Address

Phone/Email:

\*\*Please attach a **statement** as to why you want to live in an HDFC co-op, and the ways you could contribute

\*\*Please attach a **statement** of your relationship/contacts among the residents of 209 East 7<sup>th</sup> Street HDFC

*I hereby authorize 209 East 7th Street HDFC to conduct an inquiry concerning my credit history, housing report, criminal report or whatever it deems necessary to process my application for residency. I agree to hold Corporation harmless for any claims.*

**Signature of Applicant:**

**Date:**

**Signature of Co-Applicant:**

**Date:**

Please Submit Application By Mail:

209 East 7th St HDFC  
209 East 7<sup>th</sup> St, Office  
New York, NY 10009

If an apartment of your desired size is available, you must also send the following additional information:

*Only applications that provide all the following information will be considered complete*

- Tax filings for previous three years (Form 1040, etc. with attachments) and W-2s/ 1099's.
- Three recent pay stubs
- Letter from current employer verifying employment and length of service
- Documentation of all other sources of income such as SSI, Disability, Pension, Unemployment Benefits, etc.
  
- Three recent rent receipts
- One copy of a current lease, if available
- One previous housing reference
  
- Four Reference letters (one reference per job and no references from family members)
  
- Assets: 6 recent statements for all bank and asset accounts
  
- Proof of Mortgage Readiness: a soft-commitment letter from a bank
  
- Photo ID for each household member age 18 and over
  
- Social Security info may be requested later. **Do not send at this time.**

Thank you for your interest and taking the time to submit this application to the 209 East Seventh Street HDFC.

Sincerely,

209 East 7<sup>th</sup> Street HDFC Board of Directors