

# 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)**

2021 AGI (found on line 11 of form 1040, 2021) =

2020 AGI (found on line 11 of form 1040, 2020) =

2019 AGI (found on line 8b of form 1040, 2019) =

**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 3 Business or Character Reference Letters and list contacts below

**Name**

Address

Phone/ Email:

**Name**

Address

Phone/ Email:

**Name**

Address

Phone/Email:

**Do you know anyone that lives in this HDFC?**

YES

NO

If yes, please state their name, and your relation to him/her:

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

*I hereby authorize 209 East 7th Street HDFC to conduct an inquiry concerning my credit history, housing report, criminal report or whatever 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 send in a PAPER COPY of your application.**

- We will only accept applications that are mailed in.
- We cannot accept PDF's, nor hand delivered applications.
- PLEASE also send a SHORT email to notify our board that you have mailed your application: **info@209eastseventhstreet.com**

**By US Mail:**

209 East 7th Street HDFC  
P.O. Box 20505  
New York, NY 10009-9991

**By FEDEX:**

U.S. Post Office  
Tompkins Square Station  
244 East 3rd Street  
P.O. Box 20505  
C/o 209 East 7th Street HDFC  
New York, NY 10009-9991

**Please send in the following documents with your application:**

- Proof of Mortgage Readiness: a soft-commitment letter from a bank
- Three Reference letters (limit to one reference per job, and no references from family members)
- Three recent pay stubs (SS# should not be visible)
- 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

**Once we have reviewed your application, we will follow up with you to request the following information (please do not send these documents at this time):**

- Tax returns for 2021, 2020, and 2019 (Form 1040 etc. with attachments, 1120 or 1065 if applicable) and W-2s/ 1099's.
- Assets: 6 recent statements from all bank and asset accounts
- Photo ID for each household member aged 18 and over

Thank you for your interest, and for 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