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Standard Purchase Application Procedures (Cooperative and Condominium)

Required Forms and Letters

- **Completed Purchase Application**
- **Completed Contract of Sale**
- **Past two (2) years of Federal Tax Returns including W-2 Forms**
- **Financial Statement**
- **Copies of bank statements verifying information in application**
- **Business (Employer) verification letter stating salary and length of employment**
- **Last three (3) pay stubs**
- **Landlord reference letter**
- **Four (4) personal reference letters**
- **Credit check applications**
- **Lead Paint Disclosure Form**
- **Nameplate Request Form**

Financing

- **Limited to up to eighty percent (80%) of the sale price for co-ops. There is no minimum percent if you pay cash for the sale. Down payment required for down payments on condos, under the bank financing terms.**
- **Bank Commitment Letter and three (3) Aztec Recognition Agreements for coop sales.**

Fees

- **Must fill out a Dynasty Worldwide Management intake application \$150.00 non-refundable per applicant credit check fee made payable to Dynasty Worldwide Management Services Ltd. or payable through PayPal , bsfriedman2@aol.com**
- **An additional non-refundable \$25.00 per applicant if a criminal and/or eviction search is required.**
- **Payment is made either in cash or by money order.**
- **The required number of Board packages submitted to the co-op/condo depends on the number of Board members. All packages must be typewritten and collated.**
- **Lead paint apartment inspection report or a report from any other certified lead paint inspector.**

Signature of Applicant Social Security # Date

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