

RYEVIEW CONDOMINIUM

PROCEDURE TO SELL/BUY CONDOMINIUM

- 1) Seller or Seller's attorney calls to advise unit has been sold
- 2) Purchaser to fill out and submit Purchase Application (Application fee paid by Purchaser is \$250 check payable to "Robert Orlofsky Realty, Inc.")
- 3) Seller to provide a copy of the signed Contract of Sale, copy of Seller's Deed and purchasers bank Mortgage Commitment if financed.
- 4) Purchaser is to provide a copy of Purchaser's Driver's License or photo ID.
- 5) Evidence of Home Owners Liability Insurance (Purchaser)
- 6) Signed Copy of Carbon Monoxide Smoke Detector Affidavit
- 7) Seller to provide forwarding address
- 8) Robert Orlofsky Realty, Inc. will prepare the following documents necessary to effectuate the transfer of the condominium:
 - a) Board of Managers Waiver of Right of First Refusal.
 - b) Letter regarding Common Charges and Assessments.
 - c) Power of Attorney which must be recorded with the office of the County Clerk of Westchester.
 - d) Certificate of Insurance with bank mortgagee endorsement clause.
 - e) Paid Transfer Fee Bill.
 - f) Welcome Packet with information for new owners
- 9) Fees (Bank or Attorney Check):
 - a) Transfer fee is \$675.00 paid by Seller, payable to "Robert Orlofsky Realty, Inc."
 - b) Purchaser is to pay two months common charges to "Ryevue Condominium" representing contribution to reserve.
- 10) After the closing date is confirmed (advance notice is required (at least 7 business days) so documents can be prepared by transfer agent and the Seller or Agent may pick up the Transfer File at Robert Orlofsky Realty Inc., 7 Bryant Crescent, Suite 1C, White Plains, NY, 48 hours prior to the closing date. Robert Orlofsky Realty does not attend the closing. Check (transfer fee) must be brought when closing file is released for pick-up.

Purchase Application

Date _____

PLEASE NOTE IT IS REQUIRED THAT THE APPLICATION IS FILLED OUT COMPLETELY BEFORE SUBMITTING

Applicant's Name _____

(Name must be entered above in manner that Stock Certificate and other Documents are to be drawn)

Applicant's Attorney _____ Phone _____

Name

E-mail Address: _____ Address _____

City _____ State _____ Zip _____

Seller's Name _____ Phone: Cell _____

Email Address: _____ Business _____

Present Home Address _____

City _____ State _____ Zip _____

Seller's Attorney _____ Phone _____

Name

Email Address: _____ Address _____

City _____ State _____ Zip _____

The undersigned hereby offers to purchase _____ shares of the Capital Stock of _____ and the accompanying Proprietary Lease for Apartment _____ in the building located at _____ New York on the following terms and conditions.

Purchase Price of Stock \$ _____ Monthly Charges \$ _____

Deposit \$ _____ Special conditions, if any _____

FINANCING Yes No AMOUNT _____ BANK _____

(NOTE: This proposal shall result in no legal obligation until a formal contract of purchase and sale is executed by the parties concerned.)

The undersigned has filled out the application for occupancy and understands that this information is essential in considering the application. It is further understood that this application, when signed by the undersigned, is to be subject to approval by the Seller or Authorized Representative and to the Terms and conditions hereof.

Signature of Applicant

For Office Use Only

Date of receipt of Initial Application _____

Date of 15-day notice to purchaser(s) _____ Application Complete _____ Application not Complete _____

Date Application Completed _____

Date of Board Interview and Decision _____

**Application for Occupancy
Personal Information**

APT#

Name _____ SS# _____ DOB _____
Present Address _____
City _____ State _____ Zip _____
Work Phone _____ Cell Phone _____
Email _____ Rent _____ Own _____
Length of Residence _____ Rent/Mortgage Payment _____
Present Landlord or Mortgage Co _____ Contact _____
Phone _____ Address _____ Mortgage Acct. # _____
Previous Address _____ City _____ State _____ Zip _____
Previous Landlord _____ Phone _____ Length _____
Mother's Maiden Name _____ In Case of Emergency Notify _____

Employment

Employer _____ Address _____
City _____ State _____ Zip _____
Supervisor _____ Company or Supervisor's # _____
Salary _____ Date of Hire _____

Banking

Bank _____ Phone _____
Address _____
Checking Acct. # _____ Savings Acct. # _____ Contact _____
Bank (2) _____ Phone _____
Address _____
Checking Acct. # _____ Savings Acct. # _____ Contact _____

Business References

CPA Firm _____ Contact Name _____ Phone _____
Law Firm _____ Contact Name _____ Phone _____

I authorize the Credit Connection, Inc. to conduct inquiries concerning my employment, income, reference, from Landlords, Mortgage Institutions, Banks, including balances and standing information. I authorize all persons at the above institutions, including Attorneys and CPA's, to furnish all information requested of you. In compliance with FCRA, I understand I may not view a copy of the report being furnished to the Landlord or Employer. I authorize to all above that a photocopy or facsimile copy of my signature and authorization will serve as an original. I agree that all the above information is true and that I am of legal age (18 years of age or above) to enter into this contract. I further agree that I am not renting an apartment under any other name and I have never been dispossessed. I agree that the owner has the sole right to accept or reject this application, also any misrepresentation by me may be cause for rejection by the Landlord, Management Company, or Board of Directors. **I understand that all processing fees are non-refundable.**

Signature of Applicant _____ Date _____

Names of all Residents known by Applicant

Others to Occupy

Automobile

Year _____ Make _____ License No. _____

Year _____ Make _____ License No. _____

Pets

If you plan to maintain any pets please specify _____

Personal References

Name _____

Address _____

City _____ State _____ Zip _____

Name _____

Address _____

City _____ State _____ Zip _____

Remarks

Please give any additional information which may be pertinent or helpful _____

IN ACCORDANCE WITH THE APARTMENT CORPORATION'S
HOUSE RULES, WASHING MACHINES AND COMMERCIAL
VEHICLES WILL NOT BE PERMITTED

PLEASE
INITIAL