

**HARTSDALE GARDENS OWNERS CORP.**  
**INCOME, CREDIT & OCCUPANCY GUIDELINES FOR BUYERS**

The Hartsdale Gardens Board of Directors considers each applicant to purchase an apartment based on the financial and other merits of the applicant(s). As a condition precedent for a buyer's application to be approved, the applicant must evidence that the apartment is for the use of the premises as the primary residence of the applicant. The Board expects that each applicant will also meet the guidelines by having a FICO score of not less than 720, and also meet the following income and occupancy guidelines; however, the Board reserves the right to make its final decision on a case-by case basis, keeping in mind the within threshold guidelines anticipated to be met by such applicant.

|              |                                       |
|--------------|---------------------------------------|
| ONE BEDROOM: | Occupancy: 2 Individuals              |
|              | Minimum annual gross income: \$75,000 |

|               |                                        |
|---------------|----------------------------------------|
| TWO BEDROOMS; | Occupancy: 3 Individuals               |
|               | Minimum annual gross income: \$100,000 |

|                 |                                        |
|-----------------|----------------------------------------|
| THREE BEDROOMS: | Occupancy: 4 Individuals               |
|                 | Minimum annual gross income: \$125,000 |

Proof of minimum annual gross income is established by the Adjusted Gross Income on the purchaser(s) current Federal Tax Return 1040, or in the case of retirees, by the Federal Tax Return supplemented by other evidence satisfactory to the Board.

# HARTSDALE GARDENS OWNERS CORP. PROCEDURES TO BUY A CO-OP

## CO-OP DOCUMENTS TO BE SUBMITTED

### CHECKLIST

**Purchase Application** – Purchaser (s) should download the Purchase Application from our website [www.robertorlofsky.com](http://www.robertorlofsky.com) and complete it in its entirety.

\_\_\_\_\_ Applications that are incomplete will not be processed.

**Application Fee** – A bank check of \$300.00 non-refundable application fee (per applicant) is submitted with Purchase Application payable to “Robert Orlofsky Realty, Inc”. Personal checks will not be accepted.

**\*Important** Each applicant is required to submit a Purchase Application over the age of 18 years old to be completed, signed and submitted from anyone who \_\_\_\_\_ is purchasing the apartment jointly or residing in the apartment.

**Contract of Sale** – Submit a signed copy of the Contract of Sale with Lead Paint \_\_\_\_\_ Disclosure Statement.

\_\_\_\_\_ **Broker’s Memorandum**- Submit a copy of the Broker’s Purchase Memorandum.

\_\_\_\_\_ **Photo ID** – Purchaser (s) are required to provide a copy of their driver’s license or a photo ID.

\_\_\_\_\_ **No Smoking Agreement** - Hartsdale Gardens is a Smoke Free building. Purchaser is required to sign and submit No Smoking Agreement posted on web site.

\_\_\_\_\_ **Apartment Insurance** – Purchaser is required to submit a Certificate of Insurance confirming liability and content coverage for the apartment.

\_\_\_\_\_ **Smoke & Carbon Monoxide Affidavit** – Purchaser submits a signed copy of the New York State Carbon Monoxide and Smoke Detector form that confirms the apartment is equipped with operable detectors.

## FINANCIAL DOCUMENTS TO BE SUBMITTED

\_\_\_\_\_ **Federal Tax Returns & W2** – Purchaser to submit copy of their Federal Tax Returns (Form 1040) for past two years, W2 Form for past two years and most recent pay stubs for past two months.

**Bank Statements & Savings Accounts** – Purchaser to submit copies of Bank  
\_\_\_\_\_ Statements and Savings/Investment accounts for past three months.

**Employment Confirmation** – Purchaser is required to submit a letter confirming  
\_\_\_\_\_ their annual compensation on their employer’s letterhead signed by their  
\_\_\_\_\_ employer.

**Retired** – If the applicant is retired, there is a Retirement Income Summary Sheet  
\_\_\_\_\_ posted on our website that needs to be completed and submitted along with  
\_\_\_\_\_ financials statements and brokerage accounts, if applicable, attached to Summary  
\_\_\_\_\_ Sheet.

### **BANK DOCUMENTS TO BE SUBMITTED**

**Bank Mortgage Commitment** – Purchaser submits a signed copy of their  
\_\_\_\_\_ Mortgage Commitment.

**Bank Recognition Agreements** – Purchaser submits three (3) Original Bank  
Recognition Agreements pre-signed by both the Purchaser and the lending bank.  
Robert Orlofsky Realty Inc. will hold the signed bank Recognition Agreements and  
deliver two (2) signed copies to the new lending bank at the closing. The fee for  
review and execution of the Recognition Agreements is \$300 payable to “Robert  
Orlofsky Realty, Inc.” at closing. Bank check is required. Personal checks are not  
\_\_\_\_\_ accepted.

### **BOARD INTERVIEW PROCESS**

1. **Interview Process** - Board of Directors will review application and arrange for a  
personal interview. The applicant will be contacted by email once an interview has  
been scheduled.
2. **Decision** - After interview, Board will inform Applicant, Seller and Transfer Agent  
of their decision.

### **SCHEDULE CLOSING DATE**

**Closing Date** – If application is approved, Robert Orlofsky Realty, Inc. will  
coordinate a closing date with the Seller(s) and Buyer(s) attorney directly.

## PURCHASER FEES DUE AT CLOSING

1. **Move-In Security Deposit** – At the closing purchaser pays a \$1,500 move-in deposit payable to “Hartsdale Gardens Owners Corp.” Move-in deposit will be returned after purchaser has complied with move-in policy and House Rules.
2. **Maintenance Charges** – Purchaser will be required to pay the following month maintenance charge if closing takes place after the 15<sup>th</sup> of the month.

\*Please note that we do not accept applications and documents by email. All applications and documents are required to be original copies either mailed or dropped off at our office. Please be sure to include the checklist with your application package.

**If you have any questions regarding the above, please contact Josephine Vieni, Co-op Coordinator by email at [jvieni630@gmail.com](mailto:jvieni630@gmail.com).**

9/22/2026



ROBERT ORLOFSKY  
REALTY, INC.

**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 \_\_\_\_\_

**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 \_\_\_\_\_

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.

Date \_\_\_\_\_

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

Article II Chapter 700 of the Laws of Westchester County, known as the Westchester County Fair Housing Law, prohibits discrimination in housing accommodations on the basis of a person or persons' actual or perceived race, color, religion, age, national origin, alienage or citizenship status, ethnicity, familial status, creed, gender, sexual orientation, marital status, disability, source of income, or status as a victim of domestic violence, sexual abuse, or stalking.

Section 700.2-a of the Westchester County Fair Housing Law governs applications to purchase shares of stock in cooperative housing corporations, and applies to this application, under this Section, the cooperative housing corporation is required to comply with the following deadlines.

1. Within fifteen (15) days of the receipt of the application, the cooperative housing corporation must either acknowledge that it has received a complete application, or shall notify you of any defect in the application.
2. If you are notified of any defect in the application, within fifteen (15) days of the receipt of the corrected application, the cooperative housing corporation must either acknowledge that it has received a complete application, or shall notify you of any defect in the application.
3. Within sixty (60) days of receipt of a complete application, the cooperative housing corporation must approve or deny your application and provide written notice thereof.

The application to purchase shares of the corporation's stock must disclose:

- a. Any minimum financial qualifications that a prospective purchaser must meet to qualify to purchase the shares.
- b. If a cooperative housing corporation does not have stated mandatory minimum financial qualifications under subparagraph a, at a minimum, the corporation's preferred minimum income, total assets, and credit score, and preferred maximum debt-to-income ratio and percentage of purchase price being financed, nothing that these criteria may vary in the discretion of the governing board weighing these factors when it makes a decision on an application.

When fifteen (15) days of the receipt of a purchaser's application, such a governing board shall either acknowledge to the prospective purchaser that it is in receipt of a properly completed application or inform the prospective purchaser of any defect in an application.

Within sixty (60) days of its receipt of a properly completed application, such a governing board shall either reject or approve an application to purchase shares of its stock and shall provide written notice thereof. In the case of a rejection, [a copy of the written notice shall be sent by] the governing board shall provide to the Human Rights Commission notice of the rejection. This notice shall be in a form promulgated by the Executive Director of the Human Rights Commission, and published on the Human Rights website. The form shall, at a minimum, require the following information:

1. The full legal name and address of the Cooperative Housing Corporation;
2. The full address and unit number of the unit that had been applied for;
3. The full names, addresses, telephone numbers, and email addresses (if available) for the denied applicant(s) and seller(s);
4. The full names, addresses, telephone numbers and email addresses (if available) for all legal counsel and real estate brokers involved in the rejected transaction;
5. The date of receipt of the initial application;
6. The date of receipt of the completed application;
7. The date(s) of any interview;
8. The date of rejection; and
9. The reason for rejection.

The complete notice of rejection form shall be transmitted to the Human Rights Commission within fifteen (15) days of the notice being provided to the prospective purchaser. The Human Rights Commission shall include instructions on how it may be transmitted to the Human Rights Commission.