

STONERIDGE CONDO PROCEDURES TO BUY

DOCUMENTS TO BE SUBMITTED

CHECKLIST

Purchase Application – Purchaser (s) should complete the attached Purchase Application in its entirety.

___ Applications that are incomplete will not be processed.

Application Fee – A bank check for \$300 the non-refundable application fee (per applicant) is submitted with Purchase Application payable to “Robert Orlofsky Realty, Inc”. Personal checks are not 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.

___ **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 signed on their employer's letterhead.

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.

*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.

9/22/26