

Park West Tenants Corp. -- Requirements Summary for FSR Purchase Application -

The following is a list of forms, who has to complete them, and what kind of documentation will be required, in order for the board to review your application.

You can initiate a new application online at <https://ny.eapplytoday.com> . You will need the names and email addresses of all parties to the application. The application parties will then be able to login and complete and sign their forms online, as well as upload any required documents.

Form	Required Documentation
Important Information	
Important Notice about Sensitive Data 112 73978 76604 80433 (Applicant, Co-Applicant, Guarantor, Applicant's Broker, Owner's Broker)	
Important Information from Board 113 73979 76605 80434 (Applicant)	
The Federal Fair Housing Act 64375 74024 76646 80475 (Applicant, Co-Applicant, Guarantor, Adult Occupant (18 or Older), Applicant's Broker, Unit Owner (Landlord/Seller), Owner's Broker, Principal of LLC (Applicant), Unit Owner (Principle))	
Important Notice Resubmission Fee 105127 (Applicant, Co-Applicant, Guarantor, Adult Occupant (18 or Older), Applicant's Broker, Unit Owner (Landlord/Seller), Owner's Broker)	
Application Forms	
Applicant Information for Purchase (Co-Applicant and Guarantor) 119 73982 76608 80437 (Co-Applicant, Guarantor, Principal of LLC (Applicant))	Attach Landlord Reference Letter
Applicant Information for Purchase (Applicant) 120 73983 76609 80438 (Applicant)	Attach Landlord/Management company Reference Letter
Financial Statement LE (2 Mos) 121 73984 76610 80439 (Applicant, Co-Applicant, Guarantor)	Upload Financial Statements
	Attach Bank Statement
	Attach Investment Statement
Financial Statement (2 Mos) 122 73985 76611 80440 (Applicant, Co-Applicant, Guarantor)	Attach Bank Statement (most recent month)
	Attach Bank Statement (additional previous month)
	Attach Investment Statement (most recent month)
	Attach Investment Statement (additional previous month)
	Attach Retirement Statement (most recent month)
	Attach Retirement Statement (additional previous month)
Applicant Information for Purchase – LE (Applicant) 123 73986 76612 80441 (Applicant)	
Unit Owner Information 124 73987 76613 80442 (Unit Owner (Landlord/Seller), Unit Owner (Principle))	
Applicant Information for Purchase – LE (Co-applicant, Guarantor) 125 73988 76614 80443 (Co-Applicant, Guarantor, Principal of LLC (Applicant), Unit Owner (Principle))	
Additional Applicant Information 126 73989 76615 80444 (Applicant)	Upload Document
Additional Unit Owner Information 1826 74018 76640 80469 (Unit Owner (Landlord/Seller), Unit Owner (Principle))	
Credit Authorization	
Consumer Report Authorization for Entity 127 73990 76616 80445 (Applicant, Co-Applicant, Guarantor, Adult Occupant (18 or Older))	
Consumer Report Authorization 128 73991 76617 80446 (Applicant, Co-Applicant, Guarantor, Adult Occupant (18 or Older), Principal of LLC (Applicant))	
References	
Bank Reference 130 73993 76618 80447 (Applicant, Co-Applicant, Guarantor)	
Personal References (2) 80501 (Applicant, Co-Applicant)	Attach Personal Reference Letter
Required Documents	
Loan Commitment Letter 132 73995 76619 80448 (Applicant)	
Income Verification Letter (P) 133 73996 76620 80449 (Applicant, Co-Applicant, Guarantor, Principal of LLC (Applicant))	
Loan Application Letter 134 73997 76621 80450 (Applicant)	
Federal Tax Returns 135 73998 76622 80451 (Applicant, Co-Applicant, Guarantor)	
Emergency Contact Information 136 73999 76623 80452 (Applicant)	
Transfer due to shareholder death 137 74000 76624 80453 (Unit Owner (Landlord/Seller), Unit Owner (Principle))	
Trust Agreement 138 74001 76625 80454 (Applicant)	Attach Trust Agreement
Required Documents for Estates 139 74002 76626 80455 (Applicant)	
W-2 Forms 141 74004 76627 80456 (Applicant, Co-Applicant, Guarantor)	
Aztech Recognition Documents 143 74006 76628 80457 (Applicant)	
Contract of Sale 144 74007 76629 80458 (Applicant)	
Articles of Incorporation (LLC) 145 74008 76630 80459 (Applicant)	
Articles of Incorporation (Non LLC) 146 74009 76631 80460 (Applicant)	
Partnership Documents 5348 74022 76644 80473 (Applicant, Co-Applicant, Guarantor)	

Affidavit of Net worth 74085 76649 80478 <i>(Applicant, Co-Applicant, Guarantor)</i>	
Representation by Seller (T) 76469 76651 80480 <i>(Unit Owner (Principle))</i>	Upload Representation by Seller
Representation by Purchaser (T) 76470 76652 80481 <i>(Applicant)</i>	Upload Representation by Purchaser
Applicant Insurance Requirement (T) 76471 76653 80482 <i>(Applicant)</i>	
STOCK PURCHASE APPLICATION (T) 76472 76654 80483 <i>(Applicant, Co-Applicant)</i>	
SELF-MOVE LIABILITY WAIVER (T) 76475 76655 80484 <i>(Applicant)</i>	
Purchaser Acknowledgement 80502 <i>(Applicant)</i>	
Gift Letter Form 100925 <i>(Applicant)</i>	
Acknowledgements	
Core Acknowledgements (Unit Owner) 147 74010 76632 80461 <i>(Unit Owner (Landlord/Seller), Unit Owner (Principle))</i>	
Pet Acknowledgment 148 74011 76633 80462 <i>(Applicant, Co-Applicant)</i>	
Local Law 1 2004 Pre 1960 (Coop Sale) 149 74012 76634 80463 <i>(Applicant, Co-Applicant)</i>	
Core Acknowledgements (Applicant, Co-applicant and Adult Occupant) 150 74013 76635 80464 <i>(Applicant, Co-Applicant, Adult Occupant (18 or Older))</i>	
Window Guard Acknowledgement 151 74014 76636 80465 <i>(Applicant, Co-Applicant)</i>	
Lead-Based Paint Disclosure (Pre 1978) (Applicant) (Co-Applicant) 2182 74019 76641 80470 <i>(Applicant, Co-Applicant)</i>	
Lead-Based Paint Disclosure (Pre 1978) (Unit Owner) (Unit Co-Owner) 2183 74020 76642 80471 <i>(Unit Owner (Landlord/Seller), Unit Owner (Principle))</i>	
Lead-Based Paint Disclosure (Pre 1978) (Owners Broker) 2184 74021 76643 80472 <i>(Owner's Broker)</i>	
Intercom and Mailbox Information 74084 76648 80477 <i>(Applicant)</i>	
Move-In/Move-Out Policy 74086 76650 80479 <i>(Applicant, Co-Applicant, Adult Occupant (18 or Older), Unit Owner (Landlord/Seller), Unit Owner (Principle))</i>	
Disclosures	
Protection from Lead in Your Home 152 74015 76637 80466 <i>(Applicant, Co-Applicant, Guarantor, Adult Occupant (18 or Older))</i>	
House Rules 153 74016 76638 80467 <i>(Applicant, Co-Applicant, Guarantor, Adult Occupant (18 or Older))</i>	
Preventing Childhood Lead Poisoning 154 74017 76639 80468 <i>(Applicant, Co-Applicant, Guarantor, Adult Occupant (18 or Older))</i>	
Insurance information (Co-op) 23883 74023 76645 80474 <i>(Applicant, Co-Applicant, Guarantor, Adult Occupant (18 or Older))</i>	

Application Fees

FirstService Residential New York, Inc. fees may only be paid by Credit Card or Bank Cashier Check or Money Order

To pay fees by Credit Card, click on the "**Click to Pay Online**" links below

To pay fees by Bank Cashier Check or Money Order, click on the "**Click to Record Checks**" links below

Checks should be sent to:

Processing Department
FirstService Residential New York, Inc.
575 Fifth Avenue, 9th Floor
New York, NY 10017
T: 1-844-612-4956
F: (212) 634-3946

Responsibility of Applicant

Due At Submission

Description	Pay To	Amount	Paid
Application Processing Fee	Management	500.00	
Move In Fee	Entity	200.00	

Responsibility of Unit Owner

Due At Submission

Description	Pay To	Amount	Paid
Move Out Fee	Entity	200.00	

Due At Closing

Description	Pay To	Amount	Paid
Flip Tax	Entity	0.00	
Equa to 2% of the gross sale price.			
Closing Fee	Management	1000.00	

Responsibility of Applicant Party

Due At Submission

Description	Pay To	Amount	Paid
Consumer Report Fee	Management	110.00	