

BOARD PACKAGE SAMPLE

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HOW TO PREPARE A BOARD PACKAGE

An important aspect of purchasing a co-op apartment is completing a Purchase Application and assembling financial documents and references – known as The Board Package. First time buyers are often shocked by the amount of confidential information required by boards. Be assured that this information is kept strictly confidential.

The primary purpose of the Board Package is to assure the corporation of your financial ability to “carry” the apartment (boards are tougher than banks) and to give them confidence that you will be a “cooperative” shareholder and a welcomed member of their community.

Each co-op has its own set of requirements and application form, which we will obtain for you from the managing agent of the building.

PLEASE

Read the instructions on the cover page carefully and plan to provide all the information requested. We will answer any questions you may have.

Be sure your application, reference and supporting documents are neat, clear and typed.

Most common elements are the following:

Purchase Application:	This should be typed. Fill in all blanks and answer all the questions (even, if necessary, “not applicable”).
Credit Release Form:	This allows the managing agent to obtain a credit check for each applicant.
Contract of Sale:	Copy of the fully executed Contract of Sale.
Financial Statement:	This is a statement of all assets and liabilities and supporting documents. It is very important that the sums on the statement reconcile with the attached supporting documents. Every item on the statement (except personal property) must be documented. Don't forget to add earnest money (deposit on contract) in the asset column.
Reference Letters:	A combination of personal and business reference letters are needed. These letters give the board an opportunity to know you. Have your friends and associates write wonderful things about you...but do ask them to include some real basics: How long have they known you? In what capacity did you meet (i.e., Jim is an old college chum, a former neighbor, we served on a committee together, etc.)? Why do they think you will make a great neighbor? If they live in a co-op or have served on the board at their building, it is a good thing to so indicate.

We always suggest that you get a few extra letters in each category. That way, you can select the best and not offend anyone by asking them to re-write a letter.

These letters should all be addressed to The Board of Directors, c/o the Corporation. As follows:

The Board of Directors
Name of the Corporation
Address
New York, NY Zip Code

BUT, they should be sent directly to:

Susan Broker
Broker's home or office address

Tax Returns: Most co-ops require two years of tax returns including all schedules and W-2 forms. Please remember to sign them!

Landlord Reference: This verifies your prompt payment of rental or maintenance charges.

Bank Reference Letters: Just ask a banker at your local branch. They do this all the time and will know what you're talking about.

After all the documents are accumulated, have them copied and submit them to the managing agent. Remember, as a rule, if you are applying for a mortgage, managing agents do not accept any papers until you have a written commitment letter from the bank.

Before You Submit Your Board Package Remember:

- Neatness counts
- Typed application and financial statements
- Easy to follow package
- Nice looking reference letter
- Don't leave unanswered questions
- If the "package" does not provide for you to convey special information, a cover/supplementary letter from you, your real estate broker, attorney or accountant is fine.

PREPARING TO MEET THE BOARD

1. Try to anticipate any “financial” questions that may arise and be prepared with an answer.
2. Minimize discussion of renovations. Most boards will cooperate with a shareholder but may be reluctant to approve a prospective purchaser if they think his/her renovations will be too disruptive (especially if one of the Board members has an adjacent apartment) or too costly and might deplete the applicant’s liquid assets.
3. Answer questions in a forthright manner but don’t volunteer information.
4. Ask for any information you want about the building but avoid giving the impression that you are “interviewing” the Board.
5. Compliment the building - never criticize.
6. Dress conservatively. Business attire.

IF YOU ARE SELF-EMPLOYED

1. Have your business accountant verify all the financial information you are including in the Board Package.
2. Submit description of your business:
 - Type of Business
 - Income/Profit Information (verify!)
 - Brief History
 - List Clients/Accounts, etc.

IMPROVING YOUR FINANCIAL PICTURE

- Maintain Guarantees
- Gifts from Parents
- Selling Real Estate
- Personal Loans
- Forgotten Assets (insurance, pension, stock options, life estates, etc.)

Date

Board of Directors
Owners or Tenants Corp.
Address
New York, New York 10000

RE: Sale of Apartment # _____ at Property Address

Dear Members of the Board:

With reference to the proposed sale of the above captioned apartment, enclosed please find the original and copies of each of the following documents collated into three (3) packages.

1. Purchase Application
2. Executed Contract of Sale
3. Federal Income Tax Returns
4. Personal Reference Letters
5. Professional Reference Letters
6. Landlord Reference Letter
7. Employer Verification Letter(s)
8. Financial Statement
9. Verification of Assets
10. Commitment Letter
11. Aztech Recognition Agreement

I hope the above information meets with the satisfaction of the Board. Please do not hesitate to contact me if there is any additional information that you need.

Thank you for your cooperation in this matter.

Sincerely,

Susan Broker
Rutenberg Realty

SAMPLE PURCHASE APPLICATION FOR THE SALE OF COOPERATIVE APARTMENT

BUILDING: _____ APT: _____ SHARES: _____

PURCHASE PRICE OF STOCK: \$ _____ MONTHLY MAINTENANCE: \$ _____

AMOUNT OF FINANCING: \$ _____

DEPOSIT ON CONTRACT: \$ _____ PROPOSED CLOSING DATE: _____

SPECIAL CONDITIONS IF ANY: _____

MANAGING AGENT: _____ TELEPHONE: (_____) _____

ADDRESS: _____ CONTACT: _____

SELLER (S): _____ SS#: _____ - _____ - _____

_____ SS#: _____ - _____ - _____

PRESENT ADDRESS: _____

ATTORNEY: _____ TEL: (_____) _____ FAX:(_____) _____

FIRM: _____ ADDRESS: _____

PURCHASER (S): _____ SS#: _____ - _____ - _____

OFFICE #: (_____) _____ HOME#: (_____) _____

_____ SS#: _____ - _____ - _____

OFFICE #: (_____) _____ HOME#: (_____) _____

PRESENT ADDRESS: _____

ATTORNEY: _____ TEL: (_____) _____ FAX:(_____) _____

FIRM: _____ ADDRESS: _____

NAME(S) COOPERATIVE STOCK WOULD BE HELD IN:

BROKER (S): _____

TELEPHONE: _____

NEW MORTGAGE LENDER:

NAME AND FIRM: _____ TEL: (_____) _____ FAX:(_____) _____

SAMPLE PERSONAL INFORMATION REGARDING APPLICANT(S)

DATE _____

APPLICANT

CO-APPLICANT

NAME: _____

ADDRESS: _____

DATES OF RESIDENCE: _____ TO _____ TO _____

OCCUPATION: _____

NATURE OF BUSINESS: _____

EMPLOYER: _____

ADDRESS: _____

PERIOD OF EMPLOYEMENT: _____ TO _____ TO _____

POSITION HELD: _____

PRIOR EMPLOYER AND
POSITION HELD: _____

IF LESS THAN 3 YEARS _____

INCOME ESTIMATE FOR
THIS YEAR: _____

ACTUAL INCOME LAST YEAR: _____

EDUCATIONAL BACKGROUND: _____

SAMPLE ADDITIONAL INFORMATION REGARDING APPLICANTS

Names of all persons who will reside in the apartment: _____

Schools and colleges attended by applicants and occupants: _____

Names of anyone in the building known to applicant: _____

Are any pets to be maintained in the apartment. If yes indicate number and kind: _____

Name of organizations to which applicant belongs: _____

REFERENCES

LANDLORD: _____ ADDRESS: _____

OCCUPANCY FROM: _____ TO _____

PREVIOUS LANDLORD: _____ ADDRESS: _____

OCCUPANCY FROM: _____ TO _____

PERSONAL REFERENCES:

APPLICANT CO-APPLICANT

1. NAME _____
ADDRESS _____

2. NAME _____
ADDRESS _____

3. NAME _____
ADDRESS _____

4. NAME _____
ADDRESS _____

1. NAME _____
ADDRESS _____

2. NAME _____
ADDRESS _____

3. NAME _____
ADDRESS _____

4. NAME _____
ADDRESS _____

BUSINESS AND PROFESSIONAL REFERENCES:

APPLICANT

1. NAME _____
ADDRESS _____

2. NAME _____
ADDRESS _____

CO-APPLICANT

1. NAME _____
ADDRESS _____

2. NAME _____
ADDRESS _____

FINANCIAL STATEMENT

Name (s) _____

Address _____

The following is submitted as being a true and accurate statement of the financial condition of the undersigned on the _____ day of _____ 20_____.

ASSETS	Applicant	Co-Applicant	LIABILITIES	Applicant	Co-Applicant
Cash in bank			Notes Payable		
Money markets Funds			To Banks		
Contract Deposit			To Relatives		
Investment: Bonds & Stocks see schedule			To Others		
Investment in Own Business			Installment Accounts Payable		
Accounts and Notes Receivable			Automobile		
Real Estate Owned - see schedule			Other		
Year Make			Other Accounts Payable		
Automobiles:			Mortgages Payable on Real Estate - see schedule		
Personal Property & Furniture			Unpaid Real Estate Taxes		
Life Insurance Cash Surrender Value			Unpaid Income Taxes		
Retirement Funds/IRA			Chattel Mortgages		
401K			Loans on Life Insurance Policies (Include Premium Advances)		
KEOGH			Outstanding Credit Card Loans		
Profit Sharing/Pension Plan			Other Debts - itemize		
Other Assets			TOTAL ASSETS		
TOTAL ASSETS			NET WORTH		
COMBINED ASSETS			COMBINED		

SOURCE OF INCOME	Applicant	Co-Applicant	CONTINGENT LIABILITIES
Base Salary			An Endorser or Co-maker on Notes: \$
Overtime Wages			Alimony Payments (Annual) \$
Bonus Commissions			Child Support \$
Dividends and Interest Income			Are you defendant in any legal action?
Real Estate Income (Net)			Are there any unsatisfied judgements?
Other Income - itemize			Have you ever taken bankruptcy? Explain:

GENERAL INFORMATION	Applicant	Co-Applicant	PROJECTED MONTHLY EXPENSES/MONTHLY
Personal Bank Accounts at			Maintenance
Savings & Loans at			Apartment Financing
Purpose of Loan			Other Mortgages
			Bank Loans
			Auto Loans
			TOTAL

SCHEDULE OF BONDS AND STOCKS

SCHEDULE OF BONDS AND STOCKS			
Amount of Shares	Description (Extended Valuation in Column)	Marketable Value	Non-Marketable Value

SCHEDULE OF REAL ESTATE				
Description & Location	Cost	Actual Value	Mortgage Amount	Maturity Date

SCHEDULE OF NOTES PAYABLE					
Specify any assets pledged as collateral, including the liabilities they secure:					
To Whom Payable	Date	Amount	Due	Interest	Pledged as Security

The foregoing application (pages 1 through 5) has been carefully prepared, and the undersigned hereby solemnly declare(s) and certify(s) that all the information contained herein is true and correct.

Date _____ 20____ Signature _____

Date _____ 20____ Signature _____

RIDER

DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS

LEAD WARNING STATEMENT

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

LESSOR'S DISCLOSURE

(a) Presence of lead-based paint and/or lead-based paint hazards (Check (i) or (ii) below);

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (Explain):

(ii) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (Check (i) or (ii) below);

(i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

Lessee's Acknowledgment (initial)

(c) _____ Lessee has received copies of all information listed above.

(d) _____ Lessee has received the pamphlet, Protect Your Family from Lead in Your Home.

Agent's Acknowledgment (initial)

(e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify to the best of their knowledge that the information they have provided is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Agent	_____ Date	_____ Lessee	_____ Date

SAMPLE PERSONAL REFERENCE LETTERS

These letters of reference should be typed on personal or business letterhead

Sample 1

Board of Directors
The (Building Address) Tenants Corporation
Address
New York, NY 10000

To: The Board of Directors
I write in support of the co-op application of (Name).

I have known (Name) for over 12 years. I met (Name) through a mutual acquaintance in 1993. At the time, I was employed as a Manager at Deloitte & Touche and (Name)'s friend was working as an intern in the same office. Consequently, I saw (Name) from time to time at various office events and functions. We quickly became close friends. Over the next few years, while I attended graduate school, I lived outside the New York City area. However, my wife (then girlfriend) remained a resident of Manhattan, and she and (Name) became close friends. Consequently, both my wife and I came to consider (Name) to be our closest friend.

As a result of knowing (Name) over a decade, I can assure you that she is a person of remarkable maturity and reliability. She is one of the most personally dependable and financially responsible people that I know. My wife and I have come to depend upon (Name) in countless ways. For example, (Name) is one of the few people to whom my wife and I would entrust to take care of 3-year old son. Obviously, I have a great deal of faith in (Name) and trust her without reservation.

I should also point out that (Name) would be an ideal neighbor. She is generous, thoughtful, immaculately clean and quiet. She is also an extremely interesting and intelligent person.

Based on the foregoing, it should be obvious that I believe that (Name) would be an ideal candidate for membership in your co-op and residency in your building. My only regret in writing this letter is that I have come to suspect that I have been unsuccessful in persuading (Name) to move to Park Slope.

Very Truly Yours,

Sample 2

Dear Sir or Madam:

The purpose of this letter is to recommend to you, without qualification, (Name 1) and (Name 2) for ownership and residence in your cooperative.

I am a partner in the above-named law firm and have owned my cooperative apartment on the Upper West Side for ten years. I have known the applicants both socially and professionally since 1995 (in the case of [Name 1] and in 1997 (in the case of [Name 2]). I have visited them in their home, hosted them in mine, and for the past five years shared a rental vacation home on Fire Island with them. They both come from fine families, have excellent careers and, in every way, exemplify the highest quality of neighbor and colleague.

Sharing a weekend home with (Name 1) and (Name 2), I believe, puts me in an unparalleled position to speak of their consideration of others, their willingness to pitch in, their quiet lifestyle and their financial prudence.

Therefore, I unequivocally am able to say that you will be fortunate to have (Name 1) and (Name 2) as your neighbors and shareholders.

Please do not hesitate to contact me if I can provide any more information.

Sincerely,

SAMPLE PERSONAL REFERENCE LETTERS

These letters of reference should be typed on personal or business letterhead.

Sample 3

Dear Members of the Board:

I have been asked to write a letter recommending (Name) to your cooperative board. I do so with pleasure.

I have known (Name) for almost thirty years and can confidently note his straightforward honesty and integrity. As you know, (Name) is in the entertainment business, but he has been able to balance a busy traveling schedule and a warm family life.

On a personal level, (Name) has a delightful, engaging personality. I am a cooperative shareholder on Central Park West (the Dakota) and understand the qualifications that cooperative boards such as yours are seeking. I think (Name) fulfills these qualifications and would be a superb addition to your community. I recommend him without hesitation to you.

Very truly yours,

Sample 4

Dear Members of the Board:

I have been asked to write a reference which will become part of the material used by your Board of Directors to determine whether you wish to have (Name) as your neighbor.

I have known (Name) since 1984. We have worked together on development projects, shared office space and been friends for almost 30 years. I have always found him to be serious and responsible about his work and his private life. His home life is extremely quiet, and I would think ideal for his neighbors. Virtually all his social gatherings are conducted in restaurants. He travels more than half the year and would probably be at home for only short periods of time between those trips. And quite frankly, his time at home is usually spent resting as part of his recovery from his traveling and preparation for his next trip. He is just the kind of quiet, unobtrusive neighbor that I would like to have.

If you have any further questions, please do not hesitate to call me.

Sincerely,

SAMPLE BUSINESS REFERENCE LETTERS

These letters of reference should be typed on business letterhead

Sample 1

Board of Directors
The (Building Address) Tenants Corporation
Address
New York, NY 10000

To Whom It May Concern:

I am the Director of Human Resources at the Manhattan branch for United Parcel Service (UPS), where (Name) is a Senior Associate in our Litigation Department. I have known (Name) since she came to the company in 1999. She is a highly regarded attorney and an invaluable presence at UPS. (Name) is the consummate professional – extremely competent, highly ethical, and very knowledgeable, especially in employment law, which is her area of expertise. She deals effectively with people at all levels of our company and is respected as an authority in matters she is charged with overseeing. (Name) is a person of high moral character.

(Name) will be a contributor wherever she is – at work, at home, in her neighborhood, in the larger community, I am proud to call her my friend and colleague; I recommend her to you without reservation.

Sincerely,

Sample 2

Ladies and Gentlemen:

I am writing this letter to support the admission of (Name 1) and his wife, (Name 2), as shareholders and residents of your cooperative building. I am a Partner in Smith & Wilson LLP and Chairman of the Firm's Special Project Finance Group; the practice group in which (Name 1) works.

(Name 1) has been working closely with me on a variety of legal matters for more than five years. (Name 1) has responsibility for multi-million dollar transactions on a regular basis. (Name 1) has a high reputation among his colleagues as well as with clients as a responsible, reliable and ethical professional.

In addition to our working relationship, I have enjoyed the company of (Name 1) and (Name 2) on social occasions.

Based upon the foregoing, I recommend, without hesitation, (Name 1) and (Name 2) as shareholders in your cooperative and believe they will be welcome additions to your community.

If you have any further questions concerning my recommendations, please do not hesitate to contact me.

Very truly yours,

SAMPLE BUSINESS REFERENCE LETTERS

These letters of reference should be typed on business letterhead

Sample 3

Dear Members of the Board:

It has been my pleasure to serve as Investment Advisor for the securities accounts of (Name 1) and (Name 2) since (Name 1) joined Lehman Brothers in June last year. They have both been professional, courteous, and timely in their financial transactions with Lehman Brothers.

On a personal note, I have worked directly with (Name 1) as a colleague in his efforts to make a number of key improvements to Lehman Brothers as a firm. I find that he consistently displays high integrity and character, is very professional in his dealings with others, and is an outstanding person to work with in every regard.

I recommend him highly to your cooperative.

Sincerely,

Sample 4

Dear Members of the Board:

I am writing in response to a character reference in connection with (Name).

I have known (Name) for almost ten years, having first met him when I was a senior executive at (Business), and we agreed to sponsor his first series for National Public Radio. We have been acquainted since then, and I have found him to be direct, honest, intelligent, and responsible. He is an extremely serious journalist and devoted to the details of his craft.

As a New York co-op owner, I understand the importance of good neighbors, I believe that he would be an ideal neighbor at (Insert Building Address and/or Name).

Cordially,

Sample 5

Dear Sir or Madame:

I am writing concerning (Name) and her request to purchase a cooperative apartment in (Insert Building Address and/or Name).

I have known (Name) and have been her accountant for fifteen years. She is a responsible, caring and personable woman, who would make an ideal neighbor.

She consistently bettered her salary from year to year and has never approached a position of over extending herself financially.

If I can be of any help, please don't hesitate to call.

Sincerely,

SAMPLE LANDLORD LETTER

These letters should be typed on landlord's letterhead.

Date

Re: 1 00 East 100th Street
Apartment #100

To Whom It May Concern:

Please be advised that the owners of the above-referenced apartment, 100 East 100th Street, #100, have paid all common charges and assessments due up through (current/appropriate date).

These unit owners have an excellent payment history, and have proven to be good neighbors. They will be an asset to any building in which they live.

Should you require further information, please feel free to contact me directly at (212) 555-1234.

Sincerely,

NAME OF MANAGEMENT COMPANY, INC.

Johnny Realestate
Account Executive

SAMPLE GUARANTOR LETTERS

These letters of reference should be typed on guarantor's personal or business letterhead

Sample 1

Dear Board Members:

I am writing to you in reference to the purchase application of my daughter, (Name 1), and my future son-in-law,(Name 2). As a co-operative Board member myself, I certainly understand the priorities and concerns you face. There is no doubt in my mind that (Name 1) and (Name 2) would be superlative tenant-shareholders.

Of course with great pride and joy, I have watched (Name 1)'s development throughout her life. She graduated from Princeton at the very top of her class and is a member of Phi Beta Kappa. After graduating with distinction from the University of Columbia Law, she became an associate at the law firm of _____ While she was progressing wonderfully there in the real estate area I managed to recruit her into our family real estate business as counsel and chief executive. Needless to say, she has performed beautifully. I am proud to say that she has always handled all her obligations, particularly financial ones, with great reliability.

My wife and I have visited Apartment #_____ in your building and are very excited about the idea of (Name 1) and (Name 2) starting their married life in this beautiful place. In the event that you have concerns about their financial capacities, please be assured that my wife and I would be happy to guarantee their maintenance payments and place twelve months of payment in escrow if necessary.

I thank you for your consideration of this letter.

Sincerely,

Sample 2

Dear Board of Directors:

In the unlikely event that my son (daughter), does not meet the maintenance payments (and/or mortgage payments)as to the above-referenced apartment, I guarantee to make such payments.

I have provided the \$_____ down payment on the contract of sale as an outright gift (if applicable).

Should you require a credit reference or other information, please call.

Sincerely,

SAMPLE GIFT LETTER #1

To Whom It May Concern:

I/we, _____ (_____) _____
(Donor(s) Name) (Area Code/Telephone Number)

(Address) (City, State, Zip)

the Donor(s) certify that I/we (check one) _____ will give or _____ have given

as the _____ of _____
(Relationship to Recipient(s)) (Recipient of Gift)

a gift in the amount of \$ _____. This is a bonafide gift and there is no obligation, express or implied, to repay this sum at any time. These funds are available and (check one)

_____ will be given no later than the closing date or _____ have been given to the

Recipient(s) to be used for the purchase of property located at _____

Subscribed and sworn to before me this _____ day of _____ 20_____

(Signature of Donor(s))

(Signature of Notary Public)

To Be Completed by Depository Institution

I hereby verify that the above-named donor(s) has /have the funds available to give as a gift if he or she so desires.

(Depository Name) (Address)

(City, State, Zip)

(Signature of Official and Title) (Date)

SAMPLE GIFT LETTER #2

RE: _____

To Whom It May Concern:

This is to certify that the undersigned:

{ _____ } has given on _____
(Date)

{ _____ } will give

A gift in the amount of \$ _____ to:

Name: _____

Relationship: _____

with reference to the purchase of the above-captioned property. This is an outright gift of which repayment is not expected or implied either in the form of cash or services by him/her.

FOR TRANSACTIONS INVOLVING FHA FINANCING:

I/We are aware of the following: Section 1010 of Title 18, USC, Federal Housing Administration Transactions provide "whoever, for the purpose of influencing in any way the action of such Administration, makes, passes, utters or publishes any statement, knowing same to be false, shall be fined not more than \$5,000 or imprisoned not more than two years or both."

Donor's Signature Date Applicant's Signature Date

Donor's Signature Date Co-Applicant's Signature Date

Donor's Address: _____

Telephone: _____

GIFT AFFIDAVIT

I, _____, being duly sworn, do depose and say:

THAT I reside at _____,

My telephone number is (_____) _____ and am the _____ of

_____ who is

(Relationship)

purchasing premises known as _____.

THAT the amount of \$ _____ is a bona fide gift and no repayment, in any form, is expected.

THAT the date of transfer of these funds will take place on

_____.

(Date)

OR were give on _____.

(Date)

THAT the source of my gift funds are from:

Name of Bank: _____

Address of Bank: _____

Account Number: _____ { } Checking { } Savings

THAT your deponent makes this affidavit knowing that the lending institution and/or FHA or VA (if applicable), is processing subject mortgage application and will rely on this affidavit.
