

**APPLICATION TO PURCHASE SHARES OF  
255 FIELDSTON BUYERS CORPORATION (FBC)  
255 Fieldston Terrace  
Riverdale, NY 10471**



Date: \_\_\_\_\_

Apt # \_\_\_\_\_

Dear

In response to your request, enclosed please find:

1. A application to purchase shares in FBC;
2. A credit report release; and
3. A copy of the House Rules and a House Rules Acknowledgement.

Please submit:

1. The completed documents noted above for each applicant;
2. A processing fee of \$400.00 made payable to 255 Fieldston Buyers Corporation (money order or certified bank check only);
3. A credit check fee of \$85.00 per applicant made payable to Robert E. Hill (money order or certified bank check only);
4. Each applicant's most recent Federal and State income tax returns;
5. A copy of a signed Mortgage Commitment letter; and
6. A copy of a signed and dated Contract of Sale.
7. Reference letters as detailed in the application.

Please note:

1. A complete application includes documentation for all financial information provided. This includes **3 months of bank statements** for each applicant (either individual or joint accounts as applicable), **2 most recent pay stubs** and should also include copies of monthly bills, copies of account statements, bank reference letters and/or any other documents as applicable to support the financial circumstances represented in the application. Please see the application for additional detail.

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**Application Instructions**

1. A separate application must be completed by each person whose name will appear on the stockholder certificate.
2. Please print or type neatly.
3. Completion of this application does not constitute Board approval.
4. All information must have verifiable and complete documentation included. This includes 3 months of most recent bank statements, 2 most recent pay stubs and any other documentation to support the financial circumstances represented in the application, such as copies of monthly bills, copies of account statements or bank reference letters. Please heed notes and instructions on the application for more detail. Any information without this substantiation will constitute an incomplete application.
5. Incomplete applications will automatically be rejected.
6. The Board reserves the right to deny applications without explanation.
7. Each application must be signed and dated by the applicant(s).
8. **Please submit seven (7) copies of the application and supporting documentation.**

**\*\*Under no circumstances will any member of the board provide feedback or an opinion about any application prior to or during the Board's review.\*\***

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**I. Tell Us About the Buyer**

**1. Background:**

Name \_\_\_\_\_

Current Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth (for credit check) \_\_\_\_\_

Citizenship (check one) \_\_\_\_\_ Green Card \_\_\_\_\_ U.S. Citizen

How long have you been a citizen? \_\_\_\_\_

**2. References:**

Please provide Three *Personal* References: Names, Full Addresses, Phone, Email and relationship to the Buyer (Please do not list immediate family members or roommates)

a)

b)

c)

Please provide Three *Professional* References: Names, Full Addresses, Phone and Email. Please indicate the business capacity in which you know this person.

a)

b)

c)

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3. **Present Landlord's information** *(Please provide a letter of reference from your current landlord or managing agent; if you currently own your home, please list the managing agent's information).*

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

How long have you lived here? \_\_\_\_\_ If less than three years, where did you live before? \_\_\_\_\_

4. **Employment Information for the Buyer** *(Please provide letter of reference from your employer, stating length of employment and annual salary; if you are retired, list your last employer).*

Current Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Employer Phone Number \_\_\_\_\_

Person with whom we could speak about you \_\_\_\_\_

Your Title/Position \_\_\_\_\_

How long have you been with this employer? \_\_\_\_\_

What is/was your annual (or hourly) rate of pay? \_\_\_\_\_

How many hours do you work per week? \_\_\_\_\_

If you have a resume, please attach it. Otherwise, list on a separate sheet of paper your employment history for the past five years. Be certain to include all the information requested above as for your current employer. Please note any gaps in employment and reasons for the gap(s).

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## **II. What You Own and Owe**

Describe in detail all assets and liabilities in the following charts. Do not include the value of the apartment you wish to purchase as an asset, but do reflect your down payment in the appropriate asset category. If you are borrowing the down payment, please indicate from whom you are borrowing the money.

Likewise, do not include your projected mortgage balance in the liabilities section.

### **ASSETS**

*Please provide supporting documentation for all assets listed (any asset without supporting documentation will constitute an incomplete application).*

Balance/Value as of  
the Application Date

Cash in Bank(s) <i>(please provide 3 months of statements for your primary account and a bank reference letter verifying multiple account(s) and amount(s) on deposit)</i>	
• Checking	\$
• Savings	\$
• Other (i.e., CDs, Annuities, other accounts)	\$
Non-Cash Investments	
• 401(k), 403(b) or other retirement account balance, net of loans	\$
• Stocks, Bonds, Other current (non-retirement) holdings	\$
Investment in Closely Held Businesses	\$
Real Estate (do NOT include the value of the FBC co-op to be purchased)	\$
Automobile	\$
Household Furnishings	\$
Other assets (jewelry, paintings, etc.)	\$
<b>TOTAL ASSETS</b>	\$ _____

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**LIABILITIES**

*Please provide supporting documentation for all liabilities listed (any liability without supporting documentation will constitute an incomplete application).*

Balance/Value as of the  
Application Date

Housing	
Balance on current mortgage, if any ( <i>do <u>not</u> include the projected mortgage payment for the FBC co-op to be purchased</i> )	\$
Credit Card Debt ( <i>include revolving and non-revolving balances</i> )	\$
Automobile Loan Balance	\$
Student Loan Balance	\$
Retirement Account (401(k), 403(b), etc.) Loans Outstanding	\$
Legal Judgments ( <i>attach a separate page for explanation</i> )	\$
Alimony	\$
Child Support	\$
Other Liabilities ( <i>attach explanation if applicable</i> )	\$
<b>TOTAL LIABILITIES</b>	\$ _____
<b>NET WORTH (Total Assets less Total Liabilities)</b>	\$

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**III. What You Earn and What You Spend NOW**

Describe in detail your current monthly earnings and current monthly expenses in the following chart. Do not include the projected mortgage and maintenance costs of the apartment you wish to purchase.

*Please provide copies of your 2 most recent pay stubs and any documentation for all income/expenses listed (any entry without supporting documentation will constitute an incomplete application).*

MONTHLY INCOME ITEMS	MONTHLY AMOUNT
Net salary/month (after tax)	\$
Net pension/month	\$
Social Security/Month	\$
Dividends/Interest Income/Month	\$
Business Income/Month	\$
Income from Investment Real Estate	\$
Other monthly Income ( <i>please explain</i> )	\$
<b>TOTAL NET MONTHLY INCOME</b>	\$
MONTHLY EXPENSE ITEMS	MONTHLY AMOUNT
Rent/Mortgage/Maintenance	\$
Utilities (gas, electric, phone, internet)	\$
Insurance (Auto, Homeowners, health, other)	\$
Loans (Student, Automobile, other)	\$
Tuition	\$
Commuting to Work	\$
Food	\$
Alimony	\$
Child Support	\$
Other Monthly Expenses ( <i>please explain</i> )	\$
<b>TOTAL MONTHLY EXPENSES</b>	\$
<b>NET MONTHLY INCOME</b> (income minus expenses)	\$

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**IV. Details About the Purchase of the FBC Co-Op**

What is the price of the co-op to be purchased?	\$
What is the down payment amount?	\$
From where are you getting the down payment?	
Have you secured a mortgage?	
If so, from which lending institution?	
What is the length of the mortgage (15, 20, 30 years)?	
What is the interest rate? Is it fixed or variable? ____	% ____Fixed ____Variable
What is your expected monthly mortgage payment?	\$
What is your expected monthly maintenance payment?	\$



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**V. Signature and Attestation**

By signing this application, I attest, to the best of my knowledge, that I have answered all questions and completed all financial exhibits accurately and honestly and that the information in this application reflects my current financial position. I understand that any errors or omissions, whether intentional or not, may void this application and cause it to be immediately rejected by the Board of Directors.

I further understand that completion of this application does not constitute acceptance to purchase shares in 255 Fieldston Buyers Corporation and that the Board reserves the right to reject any applicant with or without explanation.

**X**\_\_\_\_\_

*Signature of Applicant*

*Today's Date*

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**House Rules Acknowledgement**  
*(Each applicant must submit a signed form).*

I, \_\_\_\_\_, applicant to purchase apartment #\_\_\_\_\_ located at 255 Fieldston Terrace, Bronx, New York, 10471, have received the HOUSE RULES and hereby agree to abide by the HOUSE RULES as outlined in the Proprietary Lease and any amended House Rules for 255 Fieldston Buyers Corporation.

*Each applicant must sign.*

Agreed to by: \_\_\_\_\_  
*(Signature)*

Date: \_\_\_\_\_