
BRYANT GARDENS
PROCEDURE TO BUY/SELL CO-OP

1. Request **Purchase Application Packet** from the Transfer Agent Robert Orlofsky Realty, Inc., 7 Bryant Crescent, Suite 1C, White Plains, New York 10605, (914) 328-6962. Submit to Robert Orlofsky Realty, Inc. the following:

- Original Purchase Application per Applicant (Completed, Signed and Initialed).**
- A \$250.00 non-refundable application fee per applicant, payable to Robert Orlofsky Realty, Inc. (Paid by Purchaser)**
- Signed copy of the Contract of Sale with Lead Paint Disclosure Statement.**
- Signed copy of Carbon Monoxide Affidavit and Non-Smoking Agreement.**
- A signed Mortgage Commitment. (Purchaser)**
- Bank Recognition Agreement - The Corporation will only recognize the "Aztech" Form of Recognition Agreement. It is required that the (3) Recognition Agreement must be pre-signed by the Purchaser(s) and the Bank. (Purchaser)**
- Copy of Federal Tax Returns (last two years) (Form 1040), W2 Forms (last two years) and most recent pay stub(s) for each applicant (last two months). (Purchaser)**
- Copies of Bank Statements and Financial Account Statements for the past three (3) months. (Purchaser)**
- Certificate of Insurance (Liability and Contents). (Purchaser)**
- Copy of Drivers License or Photo I.D. (Purchaser)**
- If applicable, proof that Shareholder's Co-op Mortgage has been satisfied.**
- \$1,000.00 Move-Out Fee made payable to "Bryant Gardens Corp." from Shareholder DUE UPON RECEIPT OF APPLICATION. (Seller)**
- A \$200.00 fee is required for each questionnaire that is completed made payable to "Robert Orlofsky Realty, Inc.". The questionnaire is supplied by the Purchaser's bank. (Purchaser)**
- Smoking Agreement signed by Purchaser.**
- Bryant Gardens House Rules Agreement signed by Purchaser.**
- Wall to Wall Carpeting Agreement signed by Purchaser.**

2. **Robert Orlofsky Realty, Inc. will:**

- Procure credit check.
- Send copy of the credit check, purchase application, contract of sale and bank commitment to Board of Directors.

3. **Board of Directors will:**

- Review application and arrange for personal interview.
- After interview, Board will inform Applicant, Seller and Transfer Agent of their decision.

4. **If application is accepted, Robert Orlofsky Realty, Inc., will:**

- Contact Buyer and Seller's attorney to arrange closing date.
- Prepare Board of Directors Consent, new Stock Certificate, and obtain officers' signatures.
- Prepare Assignment and Assumption of Proprietary Lease.
- Attend closing.

5. **Fees due at closing.**

- Transfer Agent fee and Stock Transfer Stamps in the amount of \$585.00, payable to Robert Orlofsky Realty, Inc. (**Certified, Bank or Attorney Escrow Check**)
- \$1,000.00 Move-In Security Deposit (Certified or Bank Check) made payable to "Bryant Gardens Corp." to be given at closing.**

If you have any questions regarding the above, please contact Josephine Vieni, Co-op Coordinator, at (914) 328-6962 or Email at jvieni630@gmail.com.