

3750 LAKE SHORE DRIVE, INC. PURCHASE APPLICATION CHECK LIST

Apartment Number_____

Date_____

Applicant Name(s)_____

Home Phone_____

Work Phone_____

Cell Phone_____

_____ The Applicant's signed acknowledgment of the Just Housing Ordinance Disclosure

_____ \$200 Application Fee submitted concurrently with or after submitting the Signed acknowledgment of the Just Housing Ordinance Disclosure (payable to 3750 Lake Shore Drive, Inc.)

_____ Three (3) original signed copies of the Recognition Agreement (if financing)*

_____ One (1) completed package to include the following:

_____ Completed Application (remember to include 3 most recent tax returns and financial statement with supporting documentation)

_____ Applicant(s) Information Form

_____ Applicant(s) Biography

_____ Copies of the sales contract with any addenda, the bill of sale and the monthly mortgage payment stated (if financing)

_____ Non-Warranty Letter

_____ A letter stating in exact phraseology how the share certificate is to be held (individual, joint tenants, tenants by the entirety, tenants in common, or living trust for the benefit of the person or persons living in the apartment).

_____ A signed IRS Form 4506 (Request for Copy of Tax Return) signed by each applicant

_____ A credit report from Thomas Reports. **

_____ A signed combined fire policy, occupancy requirements and insurance requirements form

_____ A signed Pet Policy Information form (Please make sure to review the Pet Registration & Application form, Pet Policies & Procedures and Article II section 16 of the Proprietary Lease)

_____ A signed personal guaranty from applicant(s) if purchase is in a Trust (this form should be requested from Management)

_____ A criminal background check from Thomas Reports once you have submitted all other required documents and information and the Board has pre-approved your application

*The 3750 Lake Shore Drive, Inc. Recognition Agreement form must be used and can be obtained from management.

**Please contact Thomas Reports at 815-678-4305 to order the report. The report will then be sent directly to the 3750 management office.