MORTGAGE COOP APARTMENTS

Documents Required

I. GENERAL PERSONAL INFORMATION (Borrower and Co-borrower)

1. Complete the attached 1003 form
2. Proof of income: Last 4 weeks paystubs or other third party docs, if available
3. Personal Income Tax 2015 and 2016 ALL ages, and ALL W-2s and 1099s
4. Bank statements and proof of all the financial information referred in the 1003 form 2 months COMPLETE bank statements, ALL pages, or most recent quarter.
5. Sales agreement (when purchase a property)

II. COOPERATIVE BUILDING INFORMATION:

Bring the following building information:

1. Last 2 years co-op financial statements
2. Master Hazard Insurance, Declaration pages, including fidelity bond / employee dishonesty coverage
3. Budget for 2017
4. Coop Questionnaire
5. Most recent amendments, dated w/i last 12 months
6. Minutes of the last annual meeting reflecting the election of current directors
7. By laws or deed restrictions (for HDFC buildings).
8. Contact list of Board Members authorized to sign on behalf of the Coop.

REFINANCE

- Personal information
- Most recent loan statement of current mortgage
- Building information (for apartments in Cooperative buildings)

❖ More documentation may be requested during the process depending on each individual case