

## Application Checklist

### Application Documents

- Copy of a NY State ID** – or United States government issued passport or resident alien card if no New York issued identification
- Application** – Signed by all borrowers
- Application Household Income Addendum** – Signed by all borrowers
- Electronic Signature Disclaimer**– Signed by all borrowers
- Contract of Sale** - Agreement of sale, sales contract, purchase and sales agreement, or an equivalent document,
- Rider to Contract of Sale** (if applicable)
- Subsidy Award Letter** (if any)
- Backup Documents** – Proof of income for all borrowers
  - **Pay Stubs** – for 2 consecutive months
  - **Tax Returns** – last 2 years
  - **W-2 Forms** - last 2 years – and/or 1099 if self employed
  - **Bank Statements** (3 months) – from all accounts including investments and retirement accounts
  - **Loan Statements** (3 months) – if you have any other loans or debts
  - **Other types of income** – including Social Security, Disability, Alimony/Palimony, child support, pension, etc.

### Building Approval Documents

- Coop Questionnaire** and supporting documents.
- Coop Questionnaire Addendum**
- Coop Resolution** authorizing the purchaser to borrow from us.

Please feel free to call us at ----- if you have any questions about the items on this checklist.

Good Luck!