



*ANKER MANAGEMENT CORP.
210 North Central Avenue
Suite 100
Hartsdale, NY 10530
914-288-0200/Fax: 914-288-0282*

BARRYMORE CONDOMINIUM

Sales/Rental Application

Please submit (1) Hard copy of the following information and (1) Mandatory Electronic Copy (Scanned copy) to be distributed to the Board members: submit to jpujols@ankermgmt.com with the signature pages signed to expedite application process.

Please Read the complete application first before attempting to Fill out the package.

1. Completed Authorization for Credit/Background check for all Applicant(s) AND Persons over the age of **18** that will reside in the unit including **\$150(Non-Refundable) fee per Credit/Background check made out to Anker Management.** (See fee schedule checklist.)
2. Copy of a fully executed lease/ fully executed contract of sale.
3. Completed Application Including Part 1 and Part 2. **Application fee \$350(Non-Refundable) made out to Anker Management.**
4. Signed Acknowledgement of Moving Rules along with **\$150 Move-in fee check is made payable to: Barrymore Condominium(See fee schedule checklist.)**
5. Signed Acknowledgement of House Rules. (*Keep House Rules for your Records*)
6. Signed Acknowledgement of Application Fees
7. Employment Letter on company letterhead stating position and salary. It must be signed and dated.
8. (2) Letters of reference: (1) personal (non-family) (1) business.
9. Last two (2) months bank statements for both Checking and Savings accounts. (For your Protection keep **ONLY** the last 4 digits of your account # remove the rest.)
10. Copy of current automobile registration for each.
11. Please include all additional Income and Asset documentation if you want them to be considered for approval.
12. Copy of two (2) government issued IDs

****The Board reserves the right to require additional evidence of financial responsibility for all applicants.**

The Barrymore Condominium

Fee Schedule Checklist for Purchases and Rentals

Must be submitted with application

- \$350.00 Application Processing Fee payable to Anker Management
- \$150.00 Criminal/Credit Background Check Fee payable to Anker Management. Payment may be combined with the processing fee. (Per person over the age of 18 moving into the property.)
- \$150.00 Move In Fee payable to Barrymore Condominium



Date: _____
 Barrymore Condominium
 Apt. #: _____
 Lease Terms: _____

Part 1 – Application Information
Shareholder(s) Please Fill in from Contract

Name(s) 1. _____ 2. _____
 Current Address: _____
 Phone: _____
 Shareholder's Broker: _____
 Phone: _____ Fax: _____
 Broker Email: _____

Applicant(s)

Applicant: _____ Co Applicant _____
 Home #: _____ Home #: _____
 Business #: _____ Business #: _____
 E-Mail: _____ E-Mail: _____
 Applicant's Broker: _____
 Phone: _____ Fax: _____
 Broker Email: _____

Will this apartment be your primary residence? Yes ___ No ___

Other Occupants: _____

List of all persons, other than the applicants, who will reside in the apartment:

Number of Persons to reside in Apartment: _____

| Name | Age |
|----------|-------|
| 1) _____ | _____ |
| 2) _____ | _____ |
| 3) _____ | _____ |
| 4) _____ | _____ |

Cars: (Please supply current registration)

Applicant _____ Co-Applicant _____

Housing History

Applicant _____ Co-Applicant _____



Complete current address for both applicant(s) if applicable:

Rent/Own _____ Rent/Own _____

Current Monthly Rent/Mortgage and Common charge Amount:

Current Landlord Name and Phone: _____

Date of Residency: _____ to _____ Date of Residency: _____ to _____

If less than two (2) years, then list previous address:

Residency Status (Please provide supporting documents)

U.S. Citizenship: Yes _____ No _____ U.S. Citizenship: Yes _____ No _____

***If you check (No) please show of proof current residency status

Type of Visa _____ Visa # _____

Employment History (Must submit supporting documentation)

Please complete this section for each company you are currently employed with.

Current Employer:

Title or Position: _____
Nature of Business: _____
Employer's Address and Contact Number: _____

Full Time _____ Part Time _____ Full Time _____ Part Time _____

Are you self-employed? Yes _____ No _____ Yes _____ No _____

Date of Employment _____ to _____ _____ to _____

Estimated Income this year \$ _____ \$ _____

Actual Income last year \$ _____ \$ _____

OTHER INCOME NOTICE: Alimony, child support or separate maintenance income need not be revealed if the Applicant or Co-Applicant does not choose to have it considered as a basis for qualifying.



Other Sources of Income: (Must submit supporting documentation if you want income to be considered)

| | | | |
|-------------|---------------|-------------|---------------|
| Type: _____ | Amount: _____ | Type: _____ | Amount: _____ |
| Type: _____ | Amount: _____ | Type: _____ | Amount: _____ |
| Type: _____ | Amount: _____ | Type: _____ | Amount: _____ |

Previous Employer:

**If employed less than two (2) years

| | |
|-----------------------------------|----------------|
| _____ | _____ |
| _____ | _____ |
| Address: _____ | _____ |
| Title or Position: _____ | _____ |
| Date of employment _____ to _____ | _____ to _____ |

Educational Background:

| | |
|---------------------------------------|-------|
| Schools Attended: _____ | _____ |
| _____ | _____ |
| Degree completed if applicable: _____ | _____ |
| _____ | _____ |

APPLICANT REFERENCES: (Must submit supporting letters)

1 Personal References
(No relatives)

Name: _____
Phone Number _____

1 Business References
(No relatives)

Name: _____
Phone Number _____



Part 2- Applicant Financial Information

THESE QUESTIONS APPLY TO ALL APPLICANT(S)

IF A YES ANSWER IS GIVEN TO A QUESTION IN THIS AREA EXPLAIN ON AN ATTACHED SHEET

| | <u>Applicant</u> YES OR NO | <u>Co-Applicant</u> YES OR NO |
|---|-------------------------------|----------------------------------|
| Have you any outstanding judgments? | _____ | _____ |
| In the last 7 years, have you been declared bankrupt? | _____ | _____ |
| Have you had property foreclosed upon or given title or deed in lieu thereof? | _____ | _____ |
| Are you a co-maker or endorser on a note? | _____ | _____ |
| Are you a party in a lawsuit? | _____ | _____ |

Gross Monthly Income: (Must submit supporting documentation if you want income to be considered)

| Item | Applicant | Co-Applicant | Total: |
|---------------------|-----------------|-----------------|-----------------|
| Base Income: | \$ _____ | \$ _____ | \$ _____ |
| Overtime: | \$ _____ | \$ _____ | \$ _____ |
| Bonuses: | \$ _____ | \$ _____ | \$ _____ |
| Commissions: | \$ _____ | \$ _____ | \$ _____ |
| Dividends/Interest: | \$ _____ | \$ _____ | \$ _____ |
| Net Rental Income: | \$ _____ | \$ _____ | \$ _____ |
| Other Income: | \$ _____ | \$ _____ | \$ _____ |
| Total: | \$ _____ | \$ _____ | \$ _____ |



Monthly Expenses:

| Item | Applicant | Co-Applicant | Total: |
|--|------------------|---------------------|---------------|
| Credit Cards: | \$ _____ | \$ _____ | \$ _____ |
| Auto Loan: | \$ _____ | \$ _____ | \$ _____ |
| Alimony, Child Support: | \$ _____ | \$ _____ | \$ _____ |
| Other Installment Debt: | \$ _____ | \$ _____ | \$ _____ |
| Other Payables: (ex. telephone, car insurance, commuting expenses, etc.) | \$ _____ | \$ _____ | \$ _____ |
| Proposed Rent: | \$ _____ | \$ _____ | \$ _____ |
| Estimated Insurance: | \$ _____ | \$ _____ | \$ _____ |
| Include if maintaining after closing: | | | |
| Current Mortgage: | \$ _____ | \$ _____ | \$ _____ |
| Current Common charge: | \$ _____ | \$ _____ | \$ _____ |
| Current Insurance: | \$ _____ | \$ _____ | \$ _____ |
| Current RE Taxes: | \$ _____ | \$ _____ | \$ _____ |
| Total: | \$ _____ | \$ _____ | \$ _____ |



ASSETS: (Must submit supporting documentation)

Please write any additional information on the back. Please list any additional banking information or Capital assets etc.

| Checking/Savings/Money Market: | Value | As of (date) |
|---|----------|--------------|
| 1. _____ Last 4 of Account # _____ | \$ _____ | _____ |
| 2. _____ Last 4 of Account # _____ | \$ _____ | _____ |
| 3. _____ Last 4 of Account # _____ | \$ _____ | _____ |
| 4. _____ Last 4 of Account # _____ | \$ _____ | _____ |
| Stocks/Bonds/Mutual Funds: (Attach itemized list) | \$ _____ | _____ |
| Life Insurance Net Cash Value | \$ _____ | _____ |
| Vested Interest in Retirement Fund | \$ _____ | _____ |
| Net Worth of Business Owned (attach financial statement) | \$ _____ | _____ |

Real Estate (Owned) (Must submit supporting documentation)

Automobiles (Owned)

Other Assets (Must submit supporting documentation)

Total _____

ANKER
LIABILITIES

| Credit Cards | Balance | Type of Credit Line | Monthly Payment |
|--------------|---------|---------------------|-----------------|
|--------------|---------|---------------------|-----------------|

Name: _____ \$ _____ Bank Drawn On: _____ \$ _____

Account #: _____ Bank Drawn On: _____

Name: _____ \$ _____ Bank Drawn On: _____ \$ _____

Account #: _____ Bank Drawn On: _____

| Automobile Loans | Balance | Remaining Payments | Monthly Payment |
|------------------|---------|--------------------|-----------------|
|------------------|---------|--------------------|-----------------|

\$ _____ \$ _____ \$ _____

| Real Estate Loans | Balance | Remaining Payments | Monthly Payment |
|-------------------|---------|--------------------|-----------------|
|-------------------|---------|--------------------|-----------------|

\$ _____ \$ _____ \$ _____

Other Debts (including stock pledges)

(Itemized separately) \$ _____ \$ _____

Total \$ _____ \$ _____

It is agreed that this application is subject to acceptance or rejection at its discretion at any time by the Condo Board of Managers. If this application does not meet the board's criteria your application will be immediately rejected.

 Applicants Signature

 Co-Applicants Signature

 Date

 Date



We adhere to all Federal, State and Local Laws with regards to fair housing.



ACKNOWLEDGEMENT OF HOUSE RULES
KEEP THE HOUSE RULES FOR YOUR RECORDS

Please complete this acknowledgement

I, _____ hereby state that I have read and understood the house rules of the corporation, and hereby agree to abide by said house rules and regulations.

Accepted & Agreed:

Applicant Signature

Co-Applicant Signature

Date

Date

ACKNOWLEDGEMENT OF APPLICATION FEES

I (we) hereby acknowledge that all fees paid pursuant to this application are non-refundable, unless otherwise noted, and hereby authorize you or your agents to obtain a credit report and related information and contact any references or employees listed herein.

Applicant Signature

Co-Applicant Signature

Date

Date

ACKNOWLEDGEMENT OF MOVING RULES

Please complete this acknowledgement

I, _____ hereby state that I have read and understood the moving rules of the corporation, and hereby agree to abide by said moving rules.



Accepted & Agreed:

Applicant Signature

Date

Co-Applicant Signature

Date

Moving Rules

(Please keep moving rules)

The following policy is STRICTLY ENFORCED and applies to all residents

- All apartment moves must be scheduled with the management office. You can reach Anker Management at (914)-288-0200.
- Move-ins and move-outs may only occur:
 - Monday-Friday (between 9am and 5pm)
 - Saturday and Sunday only SMALL DELIVERIES AND PICKUPS ARE ALLOWED (between 2pm and 4pm)

NO FULL MOVE-INS OR MOVE-OUTS ARE PERMITTED ON WEEKENDS

- If a moving company is used, the management office must receive a certificate of insurance at least five (5) days prior to the scheduled move. The certificate can be to Emailed to: jpujols@ankermgmt.com
- Insurance certificates evidencing commercial general liability name as additional insured:

Barrymore Condominium
c/o Anker Management
210 North Central Ave., Ste. 100
Hartsdale, NY 10530

- Please make sure this information is written exactly as it appears here, failure to do so will result in a delay of your move.

There are no exceptions to this policy without the prior written consent from the Board of Managers. Please note that any and all correspondence to the board regarding an exception must be sent to the managing agent.



Criminal/Credit Report Authorization

"I HEREBY AUTHORIZE ANKER MANAGEMENT TO OBTAIN A CONSUMER REPORT, AND ANY OTHER INFORMATION IT DEEMS NECESSARY, FOR THE PURPOSE OF EVALUATING MY APPLICATION. I UNDERSTAND THAT SUCH INFORMATION MAY INCLUDE, BUT IS NOT LIMITED TO, CREDIT HISTORY, CIVIL AND CRIMINAL INFORMATION, RECORDS OF ARREST, RENTAL HISTORY, EMPLOYMENT/SALARY DETAILS, VEHICLE RECORDS, LICENSING RECORDS AND/OR ANY OTHER NECESSARY INFORMATION. I HEREBY EXPRESSLY RELEASE ANKER MANAGEMENT AND ANY OTHER PROCURER OR FURNISHER OF INFORMATION, FROM ANY LIABILITY WHAT-SO-EVER IN THE USE, PROCUREMENT, OR FURNISHING OF SUCH INFORMATION, AND UNDERSTAND THAT MY APPLICATION INFORMATION MAY BE PROVIDED TO VARIOUS LOCAL, STATE AND/OR FEDERAL GOVERNMENT AGENCIES, INCLUDING WITHOUT LIMITATION ,VARIOUS LAW ENFORCEMENT AGENCIES."

Please include a fee in the amount of **\$150.00(Non-Refundable)** per applicant for a criminal/credit report to be submitted with application in addition to other required fees. Fees must be paid by **Check or Money Order** and made payable to **ANKER MANAGEMENT**.

Applicant Signature: _____

Print Name: _____

Address: _____

Social Security #: _____

Date of Birth: _____ Annual Salary _____

Co- Applicant Signature: _____

Print Name: _____

Address: _____

Social Security #: _____

Date of Birth: _____ Annual Salary _____