

Vernon Manor Cooperative Apartments
Section II, Incorporated

505 EAST LINCOLN AVENUE
MOUNT VERNON, NY 10552-3557
TEL: (914) 699-3135 / FAX: (914) 699-1344
manager@vernonmanor2.com

Application Checklist

Date: _____ Purchase Price: _____

Name of Seller(s): _____ Unit No: _____

Name of Purchaser(s): _____

Mobile No. of each Applicant: _____

INSTRUCTIONS: All forms and requirements below must be **completely filled out**; signed and notarized, where applicable; and **organized and packaged as indicated in the order below**. Submit a completed package, one hard copy, **in its entirety, not partially**, in order to obtain an interview before the Board of Directors. **Please do not bind, staple or print double-sided, paperclips only. Application must be submitted in its entirety.**

Please submit the following to our office:

1. A check for \$385.00 – Application Fee (**Non-Refundable**) Make check out to **“Vernon Manor II.”**
2. Application checklist
3. Purchase application (each applicant)
4. Fully executed contract of sale
5. Commitment letter from the bank approving your loan
6. Financial statement (each applicant)
7. Bank statements – 2 months of most recent statements of each account (each applicant)
8. Employment Verification Form (each applicant)
9. Residency Verification Form (each applicant)
10. Three personal references (each applicant)
11. Federal & State Income Tax returns for the last 3 years (each applicant)
12. W-2’s for the last 3 years (each applicant)
13. Submit **credit reports and scores** from each of the three (3) credit bureaus: Experian, TransUnion & Equifax. Reports and scores must be provided by www.freecreditreport.com. (each applicant)
14. Waiver of Option Fee Schedule needs to be signed and dated by each purchaser.

All applicants be advised:

- **ABSOLUTELY NO SUBLETTING, DOGS OR WASHING MACHINES ALLOWED.**
- Any application that is delivered after business hours, on a weekend or holiday will be stamped received on the following business day. Please refer to notice enclosed in application “Notice Pursuant To Westchester County Fair Housing Law.” Business Hours: Monday – Friday 8 am to 4:30 pm.

Important – Please see below:

The final step in the application process will be to be interviewed by the Board of Directors. Interviews will not be scheduled until **all parts of the application are completed in their entirety and submitted as instructed above.**

Please direct any questions concerning the application process to the Management Office.

Yours truly,



Michael J. Pelliccio
President, Board of Directors

(For Management Use)
DATE RECEIVED APPLICATION _____
TIME RECEIVED APPLICATION _____

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APPLICATION TO PURCHASE SHARES

NOTICE PURSUANT TO WESTCHESTER COUNTY FAIR HOUSING LAW

Article II of Chapter 700 of the Laws of Westchester County, known as the Westchester County Fair Housing Law, prohibits discrimination in housing accommodations on the basis of a person or persons' actual or perceived race, color, religion, age, national origin, alienage or citizenship status, ethnicity, familial status, creed, gender, sexual orientation, marital status, disability, source of income, or status as a victim of domestic violence, sexual abuse, or stalking.

Section 700.21-a of the Westchester County Fair Housing Law governs applications to purchase shares of stock in cooperative housing corporations, and applies to this application. Under this section, the cooperative housing corporation is required to comply with the following deadlines:

1. Within fifteen days of the receipt of this application, the cooperative housing corporation must either acknowledge that it has received a complete application, or shall notify you of any defect in the application.
2. If you are notified of any defect in the application, within fifteen days of the receipt of the corrected application the cooperative housing corporation must either acknowledge that it has received a complete application, or shall notify you of any defect in the application.
3. Within sixty days of receipt of a complete application, the cooperative housing corporation must approve or deny your application, and provide written notice thereof.
4. If your application is denied, the cooperative housing corporation is required to provide notice to the Westchester County Human Rights Commission, including your contact information.

Please note that any application that is delivered after business hours, on a weekend or holiday will be stamped received on the following business day.

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Notice Disclosing Tenants' Rights to Reasonable Accommodations for Persons with Disabilities

Reasonable Accommodations

The New York State Human Rights Law requires housing providers to make reasonable accommodations or modifications to a building or living space to meet the needs of people with disabilities. For example, if you have a physical, mental, or medical impairment, you can ask your housing provider to make the common areas of your building accessible, or to change certain policies to meet your needs.

To request a reasonable accommodation, you should contact your property manager by calling the office at 914-699-3135 or by e-mailing manager@vernonmanor2.com. You will need to inform your housing provider that you have a disability or health problem that interferes with your use of housing, and that your request for accommodation may be necessary to provide you equal access and opportunity to use and enjoy your housing or the amenities and services normally offered by your housing provider. A housing provider may request medical information, when necessary to support that there is a covered disability and that the need for the accommodation is disability related.

If you believe that you have been denied a reasonable accommodation for your disability, or that you were denied housing or retaliated against because you requested a reasonable accommodation, you can file a complaint with the New York State Division of Human Rights as described at the end of this notice.

Specifically, if you have a physical, mental, or medical impairment, you can request¹:

Permission to change the interior of your housing unit to make it accessible (however, you are required to pay for these modifications, and in the case of a rental your housing provider may require that you restore the unit to its original condition when you move out); Changes to your housing provider's rules, policies, practices, or services; Changes to common areas of the building so you have an equal opportunity to use the building. The New York State Human Rights Law requires housing providers to pay for reasonable modifications to common use areas.

¹ This Notice provides information about your rights under the New York State Human Rights Law, which applies to persons residing anywhere in New York State. Local laws may provide protections in addition to those described in this Notice, but local laws cannot decrease your protections.

Examples of reasonable modifications and accommodations that may be requested under the New York State Human Rights Law include:

If you have a mobility impairment, your housing provider may be required to provide you with a ramp or other reasonable means to permit you to enter and exit the building.

If your healthcare provider provides documentation that having an animal will assist with your disability, you should be permitted to have the animal in your home despite a “no pet” rule.

If you need grab bars in your bathroom, you can request permission to install them at your own expense.

If your housing was built for first occupancy after March 13, 1991 and the walls need to be reinforced for grab bars, your housing provider must pay for that to be done.

If you have an impairment that requires a parking space close to your unit, you can request your housing provider to provide you with that parking space, or place you at the top of a waiting list if no adjacent spot is available.

If you have a visual impairment and require printed notices in an alternative format such as large print font, or need notices to be made available to you electronically, you can request that accommodation from your landlord.

Required Accessibility Standards

All buildings constructed for use after March 13, 1991, are required to meet the following standards: Public and common areas must be readily accessible to and usable by persons with disabilities; All doors must be sufficiently wide to allow passage by persons in wheelchairs; and all multi-family buildings must contain accessible passageways, fixtures, outlets, thermostats, bathrooms, and kitchens. If you believe that your building does not meet the required accessibility standards, you can file a complaint with the New York State Division of Human Rights.

How to File a Complaint

A complaint must be filed with the Division within one year of the alleged discriminatory act or in court within three years of the alleged discriminatory act. You can find more information on your rights, and on the procedures for filing a complaint, by going to www.dhr.ny.gov, or by calling 1-888-392-3644. You can obtain a complaint form on the website, or one can be e-mailed or mailed to you. You can also call or e-mail a Division regional office. The regional offices are listed on the website.