

**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: \_\_\_\_\_ (505 or 30 Building)

Name of Purchaser(s): \_\_\_\_\_

Mobile No. of each Applicant: \_\_\_\_\_

All forms and requirements below must be **completely filled out**; signed and notarized, where applicable; and **organized and packaged as in the order below**. Submit the completed package **in its entirety, not partially**, in order to obtain an interview before the Board of Directors. Please be advised that the Board of Directors requires certain personal and financial information for the interview process. Please no staples, paperclips only.

Please submit the following to our office:

1. A check for \$250.00 – Application Fee (**Non-Refundable**)
2. Application checklist (1 original)
3. Purchase application (1 original)
4. Fully executed contract of sale (1 copy)
5. Commitment letter from the bank approving your loan (1 copy)
6. Financial statement (1 original)
7. Bank statements – 2 months of most recent statements of each account (1 copy from each applicant, if separate)
8. Employment Verification Form (1 original from each applicant)
9. Residency Verification Form (1 original from each applicant)
10. Three personal references (1 original of each from each applicant)
11. Federal & State Income Tax returns for the last 3 years (1 copy from each applicant)
12. W-2's for the last 3 years (1 copy from 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](http://www.freecreditreport.com). (**Print and submit 7 copies of each.**)

All applicants need to note:

- **ABSOLUTELY NO SUBLETTING, DOGS OR WASHING MACHINES ALLOWED.**

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 process, No's. 1-12, 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