



LETTER OF INTEREST

Dear UHAB Homeownership Department:

I would like to be considered to purchase a co-op apartment through UHAB. I understand that by [submitting an application](#) for a specific building, I will not necessarily receive an offer. I also understand that to be considered for an apartment I must submit this “Letter of Interest”, a complete application and all the required back-up materials by the advertised postmark date.

The address of the advertised building I am interested in:

Address: _____

If you applied through UHAB within the past 3 months for a different opportunity than listed above, we can use the application and documents you already submitted. In that case, please only complete this letter of interest and mail it to the address at the bottom of this page to be considered.

(Check below if applicable)

I have submitted an application postmarked within the last 3 months to UHAB and wish to use my submitted documentation to be considered for the opportunity described above.

PRINT full legal name: _____

Current Address: _____

Telephone #: _____

E-mail: _____

Signature

Date

If you applied within last 3 months mail this form only to:
UHAB Attention: (address of building advertised)
Peck Slip Station
PO Box 1058
New York, NY 10272-1058



Cooperative Application

Applicant Information (NOTE: only applicants listed shall be considered prospective purchasers)

First Name:	Middle Name:	Last Name:	Email:
Date of birth:		SSN:	Phone:
Current address:			
City:	State:	ZIP Code:	
Own Rent (Please circle)	Monthly payment or rent:	How long?	
Current Landlord:	Address:	Phone #:	

Co-applicant Information (see Note above for "Applicant")

First Name:	Middle Name:	Last Name:	Email:
Date of birth:		SSN:	Phone:
Current address:			
City:	State:	ZIP Code:	
Own Rent (Please circle)	Monthly payment or rent:	How long?	
Current Landlord:	Address:	Phone #:	

Household Composition (List all persons who will live in apartment)

Full Name	Relationship to Applicant	Date of Birth and SOCIAL SECURITY #	Sex (M/F)	Contribute to household income? (y/n)
1.	SELF			
2.				
3.				
4.				
5.				
6.				

Applicant Employment Information

Current employer			
Employer address:			How long?
City:	State:	Zip Code:	
Phone:	E-mail:	Fax:	
Position:	Hourly Salary (please circle)	Annual Income:	
Do you have any other income? Yes No	Source:	Amount:	



Co-applicant Employment Information			
Current employer:			
Employer address:		How long?	
City:	State:	ZIP Code:	
Phone:	E-mail:	Fax:	
Position:	Hourly Salary (Please circle)	Annual income:	
Do you have any other income? Yes No	Source:	Amount:	
Assets (you must also submit appropriate supporting documentation, which are listed on Application Documents page)			
Type	Applicant	Co-Applicant	Others in household
TOTAL Checking Account(s) balance			
TOTAL Savings Account(s) balance			
Stocks value			
Bonds value			
Other asset _____			
Property Information			
If you own any real estate, answer below:			
1. Monthly Mortgage \$ _____ Unpaid Balance \$ _____ Monthly income of Property _____			
2. Monthly Mortgage \$ _____ Unpaid Balance \$ _____ Monthly income of Property _____			
<p><i>I hereby authorize Urban Homesteading Assistance Board, its successors and/or assigns to conduct an inquiry concerning my credit history, housing report, criminal report or whatever it deems necessary to process my application. I agree to hold UHAB harmless for any claims that may arise as a result of this investigation. Willful false, misleading, or incomplete information in this application will be grounds for rejection of this application.</i></p> <p><i>I also authorize UHAB to release any portion of my application and/or documents to a Shareholder Interview Committee if requested in the course of my application to purchase into an HDFC.</i></p>			
Signature of applicant:		Date:	
Signature of co-applicant:		Date:	

If selected, you may be asked to provide additional information.

Mail applications to:

**UHAB Attention: (address of building advertised)
 Peck Slip Station
 PO Box 1058
 New York, NY 10272-1058**



UHAB Homeownership Application Documents

Note: You must attend an “Intro to Limited Equity Co-op” class before interviewing with any cooperative board if you are selected to purchase. Attendance is NOT REQUIRED PRIOR to application submission. To attend a workshop, register for the next class listed on our website www.uhab.org or call (212) 479-3333.

REQUIRED DOCUMENTS

1. A complete “Letter of Interest” stating the building or HDFC to which you are applying.
2. Six (6) most recent consecutive pay stubs for all working household members.
3. Documentation of all other sources of income such as SSI, SSA, Veterans, Pension, Unemployment Benefits, etc, *if applicable*.
4. Copy of Section 8 Voucher or Certificate, *if applicable*.
5. Two (2) most recent years’ tax filings (Form 1040, etc. with attachments) and W-2s.
6. Three (3) most recent months’ bank statements for every bank account.
7. Copy of Social Security cards for each household member age 18 and over.
8. Photo ID for each household member age 18 and over.
9. Proof of the amount of the required down payment in an account (checking, savings, Roth IRA, etc.) controlled by the buyer(s).
10. Disclosure of any relationships to any member of the Resident Association, HDFC Board, UHAB or other agencies facilitating the cooperative conversion.
11. If we get to your lottery number, we will ask for a non-refundable \$50.00 money order or certified bank check PER ADULT PURCHASER made payable to UHAB Inc. for credit and criminal background check

NOTE 1: if the household composition on your application does not match your tax returns, UHAB may ask for additional information to establish your household size.

NOTE 2: some projects and HDFCs have asset limits. If yes, UHAB will ask you for additional information.