

## 3750 LAKE SHORE DRIVE, INC. PURCHASE APPLICATION CHECK LIST

Apartment Number\_\_\_\_\_

Date\_\_\_\_\_

Applicant Name(s)\_\_\_\_\_

Home Phone\_\_\_\_\_

Work Phone\_\_\_\_\_

Cell Phone\_\_\_\_\_

\_\_\_\_\_ \$200 Application Fee submitted (payable to 3750 Lake Shore Drive, Inc.)

\_\_\_\_\_ Three (3) original signed copies of the Recognition Agreement (if financing)\*

\_\_\_\_\_ Ten (10) completed packages (one original, 9 copies) to include the following:

\_\_\_\_\_ Completed Application (remember to include 3 most recent tax returns and financial statement)

\_\_\_\_\_ Applicant(s) Information Form

\_\_\_\_\_ Applicant(s) Biography

\_\_\_\_\_ Copies of the sales contract with any addenda, the bill of sale and the monthly mortgage payment stated (if financing)

\_\_\_\_\_ Seller's Non-Warranty Letter

\_\_\_\_\_ A letter stating in exact phraseology how the share certificate is to be held (individual, joint tenants, tenants by the entirety, tenants in common, or living trust for the benefit of the person or persons living in the apartment).

\_\_\_\_\_ Most recent past three (3) years signed Federal Income Tax Returns

\_\_\_\_\_ A signed IRS Form 4506 (Request for Copy of Tax Return) signed by each applicant

\_\_\_\_\_ A criminal background report and Gold Report from Thomas Reports. \*\*

\_\_\_\_\_ An additional retail credit bureau report (other than Thomas such as Experian or Equifax).

\_\_\_\_\_ A signed combined fire policy, occupancy requirements and insurance requirements form

\_\_\_\_\_ A signed Pet Policy Information form (Please make sure to review the Pet Registration Cover Letter, Pet Registration & Application form, and Pet Policies & Procedures)

\_\_\_\_\_ A signed personal guarantee from applicant(s) if purchase is in a Trust (this form should be requested from Management)

\*The 3750 Lake Shore Drive, Inc. Recognition Agreement form must be used and can be obtained from management.

\*\*Please note the order form should be sent directly to Thomas Reports and the report will then be sent directly to management. The order form can also be completed online at [www.thomasreports.com](http://www.thomasreports.com)