



**NEW YORK STATE OFFICE OF THE ATTORNEY GENERAL  
 REAL ESTATE FINANCE BUREAU  
 120 Broadway, 23<sup>rd</sup> Floor  
 New York, NY 10271-0332  
 Tel. 212 416 8121 Fax 212 416 8136**

[http://www.ag.ny.gov/bureaus/real\\_estate\\_finance/pros.html](http://www.ag.ny.gov/bureaus/real_estate_finance/pros.html)

**COOPERATIVE/CONDOMINIUM APARTMENT  
 OFFERING QUESTIONNAIRE  
 FOR NON-TENANT SUBSCRIBERS**

Re: \_\_\_\_\_  
 (address or name of building)

Please return to: \_\_\_\_\_ Esq.  
 New York State Department of Law  
 Real Estate Finance Bureau  
 120 Broadway, 23<sup>rd</sup> Floor  
 New York, New York 10271

Name: \_\_\_\_\_

HOME PHONE: ( ) \_\_\_\_\_

BUSINESS PHONE: ( ) \_\_\_\_\_

Please respond to all questions. Write N/A if inapplicable to you. If space is insufficient, continue answers on an attached sheet.

1. Have you signed a subscription agreement (or purchase agreement) for purchase of an apartment unit at the above captioned address?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No

If you have not signed a purchase agreement for a unit at the above-captioned address, you need not answer any additional questions. Simply sign this questionnaire before a notary public and return to the Department of Law as indicated above.

2. If you have agreed to purchase one or more cooperative or condominium units at the above-captioned premises, supply the following information for each unit (you may use a separate sheet to respond):
- (a) Apt. Unit(s): \_\_\_\_\_
  - (b) Cash Price \$ \_\_\_\_\_
  - (c) Paid/Payable by \$ \_\_\_\_\_ deposit/downpayment

- (d) \$ \_\_\_\_\_ at closing
- (e) \$ \_\_\_\_\_ financed
- (f) If financed, has loan been applied for? \_\_\_\_\_ Yes \_\_\_\_\_ No
- (g) Has loan commitment been applied for? \_\_\_\_\_ Yes \_\_\_\_\_ No
- (h) Is loan with a bank? \_\_\_\_\_ Yes \_\_\_\_\_ No With sponsor? \_\_\_\_\_ Yes \_\_\_\_\_ No
- (i) Date of Subscription Agreement or Contract of Sale \_\_\_\_\_
- (j) Date moved (moving) in \_\_\_\_\_
- (k) Size of apartment (number of bedrooms) \_\_\_\_\_

3. How did you learn about the availability of the apartment unit?

- \_\_\_\_\_ I responded to an advertisement in \_\_\_\_\_
- \_\_\_\_\_ I was shown the apartment by a broker, \_\_\_\_\_
- \_\_\_\_\_ I was introduced to a principal of the sponsor, \_\_\_\_\_  
through \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_

4. Is the unit you have agreed to purchase now occupied by a tenant other than you or your family?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If the unit is occupied, supply the following information:

- (a) Name of tenant: \_\_\_\_\_
- (b) Approximate age of tenant: \_\_\_\_\_
- (c) When do you expect the unit to become vacant? \_\_\_\_\_
- (d) Is the unit rent controlled? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Rent Stabilized? \_\_\_\_\_ Yes \_\_\_\_\_ No
- (e) Have you inspected the apartment? \_\_\_\_\_ Yes \_\_\_\_\_ No
- (f) How many bedrooms does the apartment have? \_\_\_\_\_
- (g) Is the apartment presently in "move-in" condition? \_\_\_\_\_ Yes \_\_\_\_\_ No  
\_\_\_\_\_ Don't Know

(h) Has the sponsor explained to you the obligations, the costs, and the responsibilities of being a landlord? \_\_\_\_\_ Yes \_\_\_\_\_ No

(i) Is the current monthly rent being paid by the tenant greater or less than the maintenance due on the apartment? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ Don't Know

(j) Have you had any discussions with the present tenant? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, summarize your discussions.

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(k) Do you own any other apartments which are occupied by persons other than your family?  
(If yes, indicate details in question #8 below.) \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Have you ever worked as a real estate broker, salesperson, or manager of income property? \_\_\_\_\_ Yes \_\_\_\_\_ No

6. (a) Are you or have you ever been associated in any way with the sponsor, selling agent or managing agent? \_\_\_\_\_ Yes \_\_\_\_\_ No

(b) Are you related by blood, marriage or adoption to any principal, general partner, limited partner, shareholder or employee of the sponsor, the selling agent or the managing agent? \_\_\_\_\_ Yes \_\_\_\_\_ No

(c) If you answered yes to question #6a or #6b explain your relationship:

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(d) Have you ever purchased a condominium or cooperative unit from this sponsor or selling agent other than the purchase of a unit at the premises referred to in question #1. If yes, give address and date purchased below: \_\_\_\_\_ Yes \_\_\_\_\_ No

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7. Do you intend to use the apartment for a non-residential (commercial or professional) purpose?

\_\_\_\_\_ Yes \_\_\_\_\_ No

8. Do you own, or have any partial interest in, any other condominium or cooperative project?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, complete the following:

(a) Address(es) of other project: \_\_\_\_\_  
\_\_\_\_\_

(b) Type of interest: \_\_\_\_\_

(c) Is the owner, sponsor or any principal of the above-referenced project (question #1) also an owner or principal in any of these other projects in which you have an interest?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Have you ever signed an agreement to purchase any other cooperative apartment or condominium unit?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, complete the following:

(a) Address(es): \_\_\_\_\_

(b) Date of Purchase Agreement: \_\_\_\_\_

(c) Was the transaction consummated? \_\_\_\_\_ Yes \_\_\_\_\_ No

(d) Did you resell the unit? \_\_\_\_\_ Yes \_\_\_\_\_ No

(e) Did you represent that you or a family member intended to reside in the unit? \_\_\_\_\_ Yes \_\_\_\_\_ No

(f) If so, did you or a member of your family ever occupy the apartment? \_\_\_\_\_ Yes \_\_\_\_\_ No

10. Do you intend to reside in the apartment unit you have agreed to purchase at the above premises (question #1)?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you do not intend to reside in the unit, do you intend to have one or more member(s) of your family occupy this apartment unit?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please state:

- (a) Name and relationship to you: \_\_\_\_\_
- (b) His/her age: \_\_\_\_\_ years
- (c) His/her occupation: \_\_\_\_\_
- (d) Current residence of relative: \_\_\_\_\_
- (e) Name and address of his/her present employer (if any): \_\_\_\_\_  
\_\_\_\_\_
- (f) Length of time employed: \_\_\_\_\_
- (g) Number of bedrooms in apartment where relative is currently residing: \_\_\_\_\_  
\_\_\_\_\_

Is it: \_\_\_\_\_ Owned \_\_\_\_\_ Rented?

- (h) Have you signed an affidavit or other document indicating that you or a member of your immediate family intend to occupy such unit?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- If yes, please attach a copy of the affidavit, if available.

- 11.
- (a) Your age: \_\_\_\_\_ years
  - (b) Your occupation: \_\_\_\_\_
  - (c) Name and address of present employer: \_\_\_\_\_  
\_\_\_\_\_
  - (d) Length of time employed at present employment: \_\_\_\_\_
  - (e) Your approximate annual income:    ( ) Under \$20,000  
  ( ) Between \$20,000 and \$50,000  
  ( ) Between \$50,000 and \$100,000  
  ( ) Over \$100,000
  - (f) Your present home:                        Number of bedrooms \_\_\_\_\_  
  Number of household members \_\_\_\_\_  
  Owned or rented \_\_\_\_\_

12. Did you sign the subscription or purchase agreement on the understanding that you would not be bound by it, that you would be reimbursed for payments, or that you would never be required to make any payments toward the purchase price?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, state the understanding, and with whom you had this understanding:

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Check ( ) if above was in a letter or memorandum and enclose a copy.

13. Did you sign the subscription or purchase agreement on the understanding that the selling agent or sponsor or any of their agents would obtain another person who would actually purchase the apartment for which you subscribed.

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, state with whom the agreement was entered into:

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Check ( ) if such agreement was in a letter, memorandum or any other writing and enclose a copy.

14. Does your subscription or purchase agreement contain a rider?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, summarize the contents of the rider and enclose a copy.

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15. Has the sponsor agreed to subsidize your maintenance or provide you with a maintenance rebate?

\_\_\_\_\_ Yes \_\_\_\_\_ No

16. (a) Have you assigned your subscription or purchase agreement? \_\_\_\_\_ Yes \_\_\_\_\_ No

- (b) Do you intend to resell or obtain a substitute purchaser before occupying the unit?

\_\_\_\_\_ Yes \_\_\_\_\_ No

- (c) If you have obtained a substitute purchaser or assignee, was such person(s) referred by the sponsor, selling agent or managing agent?

\_\_\_\_\_ Yes \_\_\_\_\_ No

- (d) Is the apartment currently advertised or listed with any broker? \_\_\_\_\_ Yes \_\_\_\_\_ No

**17. YOUR PERMANENT ADDRESS:**

<b>Number</b>	<b>Street</b>	<b>Apt.</b>
<b>City</b>	<b>State</b>	<b>Zip</b>

**18. Where do you presently reside?**

\_\_\_\_\_ At the above address (question #17)

\_\_\_\_\_ Elsewhere

<b>Number</b>	<b>Street</b>	<b>Apt.</b>
<b>City</b>	<b>State</b>	<b>Zip</b>

**19. Please supply any other information which you believe may be pertinent to the Attorney General's inquiry on an attached sheet.**

\_\_\_\_\_  
**YOUR SIGNATURE**

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**