Buyer Application - Condo

Congratulations on the work you've done to get here. This buyer application is for a condo unit located in a property managed by E.T. Property Management, Inc. If you have any questions about the application process you can contact info@teametbk.com.

Documents to submit with this form:

- Proof of identity - Photo ID (copy of passport, drivers license, etc)
- Proof of residency (cable bill, utility bill, etc)
- Proof of employment and income (3 recent paystubs or 2 years tax return)
- Reference from employment
- Personal reference
- Executed sales contract
- Mortgage commitment letter
- Background screening form - Download HERE
- House Rules Acknowledgement - *Sign all pages of the association's house rules. Should be obtained by the seller/seller's agent.*
- Application fee payment - *Sent via WAVE invoice once we receive your application*
- ***ETPM reserves the right to ask for additional documents should we deem necessary.***
- *Co-applicants must complete a separate application and submit respective documents.*
- There are fees associated with this application process.

What's next? Once a buyer application is submitted:

- ETPM will invoice the buyers for their application fees.
- Background screening on applicant[s] is submitted to third party vendor.
- Buyers' package is sent to the board for their review & waiver.
- Lender questionnaire & document request is submitted to the buyers' lender.
- Legal document requirements are submitted to the buyers' lawyer.
- Board review is complete, follow up questions addressed.
- A waiver for the right of first refusal is delivered to the selling agent.
- Buyer's agent notifies management of the closing date.
- Sellers' notify management of their move-out date.
- New owners' notify management of their move-in date.
- New owners are added to Buildium, and introduced to their buildings & management's process.

Moving Rules, Certificate of Insurance Requirements & Building Guidelines can be found HERE.

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Purchase Property Address:

_____

Buyer Details

First & Last Name:

_____

Email:

_____

Phone Number:

_____

Current Address:

_____

☐Rent   ☐Own

This page ends here.

Buyer Employment & Income Details

Employer Name

_____

Employer Address

_____

Title

_____

Length of employment

_____

Current Income

_____

If you have been employed with the above company for less than 5 years, include your previous employers' details below.

Previous Employer Name

_____

Previous Employer Address

_____

Previous Title

_____

Length of Employment

_____

Previous Income

_____

Other Income? ☐Yes   ☐No

Other Income Details:

_____

Buyer Background Information

Ever filed for bankruptcy?	□Yes	□No
If yes, date filed?		
Ever been served an eviction notice or been asked to vacate a property?	□Yes	□No
If yes, when?		
Ever willfully or intentionally refused to pay rent/mortgage/common charges when due?	□Yes	□No
If yes, when?		
Ever been sued for unlawful detainer?	□Yes	□No
If yes, when?		
Ever been convicted of or committed a felony?	□Yes	□No
If yes, what?		
Ever been charged or arrested for drug possession or sale?	□Yes	□No

The undersigned applicant certifies that all of the foregoing information is a complete and accurate statement of facts. It is understood that the Condominium Board or its designated representative will rely on the information furnished in reviewing this questionnaire along with a background screening obtained at the consent of the buyer. The undersigned authorizes the Condominium Board or its agents to contact any of the employers, landlords, etc. described herein for information bearing upon this application.

It is further understood that the Condominium Board or its designated representative may require additional information and may require a personal interview with the applicant.

It is also understood that in no event will the Corporation, its Condominium Board, or its agents be responsible for expenses or liabilities resulting from any delay in this review; and, further, in no event will the Corporation, its Board of Directors, or its agents be responsible for any liabilities or expenses incurred by an applicant whose submission is not accepted.

Buyer First & Last Name:

_____

Buyer Signature & Date:

_____