

# Fire Island Pines, Inc.

## Preliminary Application for Participation In the Above Named Cooperative Apartments

This Preliminary Application Packet is to be submitted to the  
Managing Agent:

Prestige Property Consultants, Inc.  
P.O. Box 819  
Shoreham, NY 11786  
631-209-2125

The Fire Island Pines, Inc. House Rules and By-laws must  
be reviewed and brought to any scheduled meeting.

*Note: A separate application must be completed by each applicant when  
applying for multiple ownership of shares. The corporation treats each purchase  
applicant's financials separately, regardless of marital status, for purposes of  
determining whether to approve an application and, if approved whose name  
should appear on the stock certificate and lease.*

Fire Island Pines, Inc.  
**PERSONAL INFORMATION**

Applicant: \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

How long employed: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Present Landlord/Managing Agent: \_\_\_\_\_

Address of Above: \_\_\_\_\_  
\_\_\_\_\_

Phone Number of Above: \_\_\_\_\_

Date of Occupancy/Ownership: From \_\_\_\_\_ To \_\_\_\_\_

Monthly Rent/Maint: \_\_\_\_\_

Fire Island Pines Co-op Apartment Desired: \_\_\_\_\_

Present Co-op Owner: \_\_\_\_\_ Purchase Price: \_\_\_\_\_

Amount Financed: \_\_\_\_\_ By Whom: \_\_\_\_\_

Fire Island Pines, Inc.  
**General Information**

Please list name, relationship, age and occupation of each person who will reside with the applicant in the apartment.

Name	Relationship	Age	Occupation
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Address of any additional residence(s) owned or leased:


How many and what kind of pets are to be maintained in the apartment?

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Please write exactly in whose name(s) the stock certificate would be issued.  
Indicate joint tenants WROS (with right of survivorship) or tenants in common:

(Name)	(WROS or Common)
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(Name)	(WROS or Common)
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Applicant's Attorney:

(Name)
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(Address)	(Phone)
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Seller's Attorney:

(Name)
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(Address)	(Phone)
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Real Estate Broker:

(Name)
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(Address)	(Phone)
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Fire Island Pines, Inc.  
**Rider to Application**

House Rules of 05/18/02, Section II, Paragraph E, page 3

E. Additions and Structural Changes:

Any alterations, installations, or remodeling must be submitted in writing, using the proper application packet, with all pertinent plans and drawings to the Managing Agent for approval, with the exception of painting, wallpapering and carpet installation.

1. The shareholder will receive written approval or disapproval within 30 days of submission of the application.
2. If alterations are made without written approval from the Corporation, the Board reserves the right to have those changes restored to their original state at the Shareholder's expense.
3. Alterations or installations must conform to all state and local building codes.
4. Alterations and other installations must be completed by a licensed plumber, electrician or contractor according to their specifications.
5. A co-op engineer will be called upon to approve the site of the installation and/or supervise and approve the installation at the Board's behest. Any cost for the engineer's services shall be borne by the Shareholder.

- F. The responsibility for damages which result from interior alterations of an apartment, whether or not these alterations had been approved by the Board, pass on in perpetuity to each successive Shareholder of that apartment.

House Rules of 05/18/02, Section IV, Paragraph A, page 5

IV. Carpeting

- A. Shareholders of second floor apartments must carpet, with padding, 100% of the living room and bedroom floor spaces (Building "A" apartments and upstairs loft space of other apartments are exempt). Scatter rugs are not acceptable to fulfill this requirement.

NOTE: If wall-to-wall carpeting and padding do not exist in an apartment prior to purchase, an agreement must be signed between the new Shareholder and Fire Island Pines, Inc. indicating that the new Shareholder will comply with House Rule IV-A.

**I have read all of the House Rules, including the above House Rules, and I agree to abide by the House Rules and any amendments thereto:**

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**Applicant(s)'s signature**

**Date**

Note: The filing of a preliminary application in no way guarantees an interview with the Membership Committee, constitutes ownership of an apartment or does it automatically endorse you as a member of the cooperative. Similarly, approval of your application will in no way be influenced by any purchase agreement or transfer of money between the present owner and the prospective buyer. Such prior agreements should be carefully worded to protect both parties in the event the prospective buyer's application is denied by the Board of Directors of Fire Island Pines, Inc. After your application has been verified and accepted by the Membership Committee of the Board of Directors and you have appeared for a personal interview, you shall be notified of your application's status. If it is approved, the Managing Agent will inform you of the procedure to follow to complete ownership of the shares of stock which would entitle you to occupy the apartment for which you have made application.

**I certify that the statements in this application are true. Permission is hereby granted to contact my employer, landlord/managing agent and/or references as given in the application for verification. I also certify that I have read and understand the statements in the preceding paragraph.**

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**Applicant(s)'s signature**

**Date**

## **Financial Statement for Applicants**

Describe in detail all assets and liabilities. Please provide evidence to document this information. If assets or liabilities are held with other parties or corporations, please attach an explanation.

### **Assets**

### **Estimated current value**

Cash in bank(s)	_____
Down payment on contract (if paid)	_____
Cash value of life insurance, less any loans	_____
Investment in closely held businesses	_____
Real Estate: (see real estate summary form)	_____
Residence	_____
Commercial	_____
Investment in real property	_____
Retirement	_____
Automobile	_____
Household Furnishings	_____
Other assets, i.e., jewelry, art, etc. (please list)	_____

### **TOTAL ASSETS**

\_\_\_\_\_

### **Liabilities**

Accounts payable	_____
Notes and mortgages payable	_____
Accrued income taxes, net of pre-payments	_____
Other liabilities (please list)	_____

### **TOTAL LIABILITIES**

\_\_\_\_\_

### **NET WORTH (ASSETS MINUS LIABILITIES)**

\_\_\_\_\_

### **Gross Income**

Salary	_____
Pension	_____
Social Security	_____
Share of partnership income	_____
Dividends	_____
Interest	_____
Other (please list)	_____

### **TOTAL GROSS INCOME**

\_\_\_\_\_

Signature \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Month) (Year)

Notary Seal:

Notary Signature: \_\_\_\_\_

**Real Estate Summary**

Please list all property owned by you and/or your business.

Property Address	Date of Purchase	Cost	Amount Financed	Balance Owed

## **Credit Check Agreement**

I, \_\_\_\_\_, hereby authorize Fire Island Pines, Inc. to request a credit analysis on myself from a reputable resource data agency. This information will be used solely for the purpose of the purchase application review. Any information obtained will be kept in the strictest confidence.

Date:

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Signature of Purchaser:

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A non-refundable check for \$150.00 made out to Prestige Property Consultants, for the cost of the credit check must accompany this form. Each applicant must submit a separate credit check agreement and payment.

Fire Island Pines, Inc.  
**Preliminary Application Check List**

Please submit the following documents along with this application package:

1. ☐ A letter of recommendation from your present landlord or managing agent. Should you be your own landlord, the letter should come from the bank holding your mortgage.
2. ☐ Letters of references from four (4) substantial individuals (not relatives, your attorney or your real estate agent). It is recommended that at least one (1) letter be submitted by a property owner in Fire Island Pines, preferably the Co-ops.
3. ☐ Copies of the last three (3) months' complete statements for savings, checking, money market funds, investment accounts, etc.
4. ☐ Evidence of other assets to be used for determining net worth (investment accounts, certificates of deposits, deferred annuities, etc.)
5. ☐ Employer's reference letter stating annual salary and length of employment.
6. ☐ For salaried applicants, signed copies of the last two (2) Federal Tax Returns with all schedules, attachments and W-2 forms and three (3) months current/consecutive pay stubs.
7. ☐ For non-salaried/self-employed/independent business, signed copies of the last two (2) Federal Tax Returns with all schedules, attachments and two (2) years business/corporate returns along with last six (6) months profit/loss statement of your business/corporation.
8. ☐ Bank Commitment (if being financed).
9. ☐ Bank Recognition Agreement (if being financed).
10. ☐ For applicants with bank financing, a notarized copy of the bank loan application and copies of all supporting evidence; if a secondary mortgage or equity loan is involved, a notarized copy of the loan application and copies of all supporting evidence.
11. ☐ A letter from you stating that you wish to use the apartment primarily as your summer living residence and that you do not intend solely to use the apartment for speculative or rental purposes.
12. ☐ A copy of Contract of Sale.
13. ☐ A signed *Credit Check Agreement* (see attachment).
14. ☐ A signed *Rider to Application* (see attachment).
15. ☐ A non-refundable check in the amount of \$500.00 payable to Fire Island Pines, Inc. for payment of application fee.
16. ☐ A non-refundable check in the amount of \$150.00 payable to Prestige Property for credit check.
17. ☐ You must submit this original and three (3) copies of the application packet in collated sets so that your application can be processed by the Membership Committee of Fire Island Pines, Inc, Board of Directors. Please do not submit the package unless it is complete. This may only delay the processing procedure. Attach checks to your application packet.
18. All purchasers shall produce at closing a certificate of insurance for liability, property and betterments and flood coverage.



**Purchase Data**

***1. To be completed by the Managing Agent and submitted to the Membership Committee Chairperson:***

Co-op Unit Number: \_\_\_\_\_

Number of Shares: \_\_\_\_\_

Purchase Price: \_\_\_\_\_

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

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

\$500.00 Application Fee received?      ☐ YES      ☐ NO

\$150.00 Credit Check Fee received?      ☐ YES      ☐ NO

Package is complete?      ☐ YES      ☐ NO

If NO, please explain \_\_\_\_\_

Credit Check included in application?      ☐ YES      ☐ NO

***2. To be completed by the Membership Committee Chairperson and submitted to the Managing Agent:***

Membership Meeting held on \_\_\_\_\_  
(Date)

In attendance: Membership Committee \_\_\_\_\_

Shareholders \_\_\_\_\_

Approval                      Disapproved                      Approval Pending

Pending Items \_\_\_\_\_

Chairperson's Signature \_\_\_\_\_  
(Date)

***3. To be completed by Managing Agent:*** Closing date: \_\_\_\_\_

Fire Island Pines, Inc.  
**Notice of Consent**

This is to advise that the Membership Committee of Fire Island Pines, Inc. has consented to the following transfer (list Seller's name as it appears on the Proprietary Lease, list Purchaser's name as it appears on the Co-op Loan Application, or if none, as it appears on the Corporation's records):

SELLER(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SELLER'S  
ATTORNEY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PURCHASER(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP:  
☐ YES      ☐ NO

PURCHASER'S  
ATTORNEY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CO-OP # \_\_\_\_\_ BLDG# \_\_\_\_\_ NUMBER OF SHARES \_\_\_\_\_

DATE OF EXISTING LEASE: \_\_\_\_\_ PROPOSED TRANSFER DATE:  
\_\_\_\_\_

MAINTENANCE IS PAID THROUGH: \_\_\_\_\_

Seller's attorney should promptly contact the attorney for the Corporation to arrange for the transfer of title:

Eric Blaha  
The Trump Building  
40 Wall Street 32<sup>nd</sup> Floor  
New York, NY 10005  
Tel: 212-530-4838

Membership Committee Chairperson for Fire Island Pines, Inc., or Managing Agent

\_\_\_\_\_