

# **BARRY MALLIN & ASSOCIATES, P.C.**

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## **Apartment Sale/Transfer Checklist**

### **Apartment Sale/Transfer Information That Is Needed Before Closing Date**

- ◆ Name(s) of Seller, their current address, Social Security Numbers and their attorney's name, address and phone number
- ◆ Name(s) of Buyer, their current address, Social Security Numbers and their attorney's name, address and phone number
- ◆ Name of board member attending closing
- ◆ Purchase price
- ◆ Address and apartment number of unit being sold
- ◆ Tax ID# of the cooperative
- ◆ Total number of shares
- ◆ Any arrears, amounts owed to building and/or Flip Tax
- ◆ Original purchase price of unit (if there is a Flip Tax)

### **Legal Documents At Closing**

- ◆ Re-Sale Policy
- ◆ Contract of Sale
- ◆ Proprietary Lease (New)
- ◆ Stock Certificate (New)
- ◆ Old Proprietary Lease
- ◆ Old Stock Certificate
- ◆ NYC Transfer Tax Forms (RPT)
- ◆ NYS Transfer Tax Form (TP-584)
- ◆ Smoke Detector Affidavit
- ◆ Lead Paint Disclosure
- ◆ Consent of Board of Directors
- ◆ Assignment of Proprietary Lease
- ◆ Acceptance of Assignment of Proprietary Lease
- ◆ Stock Power
- ◆ Recognition Agreement (if financing is involved)

# APARTMENT SALE

## CO-OP

Co-op: \_\_\_\_\_

Building Address: \_\_\_\_\_

Tax ID #: \_\_\_\_\_ Block #: \_\_\_\_\_ Lot # \_\_\_\_\_ Shares: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Pres./V.Pres./Treas./Sect: \_\_\_\_\_ Tel. #: \_\_\_\_\_

## APARTMENT INFORMATION

Apartment #: \_\_\_\_\_ Purchase Price \$ \_\_\_\_\_ Maintenance \$ \_\_\_\_\_ Arrears: \$ \_\_\_\_\_

Closing Date/Time: \_\_\_\_\_ NYC Taxes: \$ \_\_\_\_\_ NYS Taxes \$ \_\_\_\_\_

Legal Fees: \$ \_\_\_\_\_ O.E. \$ \_\_\_\_\_ Flip Tax \$ \_\_\_\_\_

Doc's Needed: (specify) \_\_\_\_\_

Stock Cert.: \_\_\_\_\_ Prop. Lease: \_\_\_\_\_ Term. Date \_\_\_\_\_

## SELLER

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

SS#: \_\_\_\_\_ SS#: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Seller Attorney: \_\_\_\_\_

## BUYER

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

SS#: \_\_\_\_\_ SS#: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Buyer Attorney: \_\_\_\_\_