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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: _____