

Home Purchase Document Checklist for Co-op Purchases

Date: _____

To: [Buyer's Name]

From: [Your Name / Real Estate Agency Name]

Dear [Buyer's Name],

Congratulations on your decision to purchase a co-op! To ensure a smooth transaction, please find below a checklist of documents required for the purchase:

Document Checklist:

- **Co-op Application:** Complete and signed application form.
- **Financial Statements:** Last two years of personal tax returns, W-2s, and/or 1099s.
- **Bank Statements:** Recent bank statements for the past three months.
- **Employment Verification:** Letter from your employer confirming your job and salary.
- **Credit Report:** Authorize the release of your credit report.
- **Personal References:** Contact information for personal references as required by the co-op.
- **Sale Agreement:** Fully executed purchase and sale agreement.
- **Proof of Funds:** Documentation showing your ability to cover closing costs.
- **Identification:** Copy of a government-issued ID (Driver's License/Passport).
- **Co-op House Rules:** Review and acknowledge receipt of the co-op's rules and regulations.

Please ensure that all documents are submitted by [Deadline Date]. If you have any questions or need assistance, feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Real Estate Agency Name]

[Contact Information]