

## **CEDARWOOD COOPERATIVE APPLICANT CRITERIA**

### INCOME REQUIREMENTS

A minimum yearly income of \$22,000 is required. If married couple is a two-income family, one spouse must have a minimum yearly income of \$17,000. Single people living together must qualify individually at \$22,000 each. CHILD SUPPORT AND ALIMONY CANNOT be considered unless proper documentation is provided, including court order, and twelve (12) months of payments received.

Individuals with non-employed spouses and/or dependent children must earn an additional \$1,000 per dependent. Applicants for Membership must also meet a monthly leftover requirement after obligations and taxes are paid as follows:

0 dependents - \$475 monthly  
1 dependent - \$550 monthly

2 dependents - \$625 monthly  
3 dependents - \$700 monthly

### APPLICATION PROCESS

An allowance for utilities of \$150 monthly must be deducted from the income.

After above deductions and other monthly obligations have been subtracted from the income, the remainder will determine the carrying charge payment for which the applicant can be approved. If there are additional funds after DEDUCTING THE APPLICABLE CARRYING CHARGE, THESE FUNDS MAY BE USED TO DETERMINE ELIGIBILITY FOR EQUITY FINANCING. The bank will finance 75% of the purchase price.

Seventy-five (75%) percent of all credit must receive a credit rating of R-1/ I-1. A judgment or collection cannot be considered unless it is under \$200 and paid. Medical collections will be considered if all other criteria is met. A foreclosure or bankruptcy will be considered if it is at least 4 years old and current credit rating has been established and is rated R-1/I-1. Landlord or mortgagee must verify applicant is in good standing with a timely payment record.

Applicant must supply previous year's W-2 form, pay check stubs for the last three (3) months, a copy of current driver's license, and a non-refundable \$45.00 money order certified check, or cash and any information deemed necessary to complete application process. Self employed applicants must provide profit & loss statements, and /or 1099 forms for the past three (3) years. Rental income can only be considered with copies of leases.

Approved applications are valid for 60 days. After the 60 days have expired, applicant must re-apply for \$10.00.

### SENIOR CITIZEN, AND APPLICANTS WITH TOTAL DISABILITY

A senior citizen, and an applicant with total disability must meet a minimum yearly income requirement of \$10,000 and other criteria as stated.

### MAXIMUM FAMILY SIZE

1 Bedroom - 2 persons      2 Bedroom - 4 persons      3 Bedroom - 5 persons

### PARKING

Only one (1) parking space per unit is provided in court parking lots.

### ELIGIBILITY FOR COOPERATIVE FINANCING

An applicant's monthly debt obligation divided by gross monthly income cannot exceed 38% to be eligible for Cooperative financing.

### PETS

Only one (1) four legged pet is allowed per unit. All pets must be registered with the Cooperative and the Village of Park Forest prior to closing on a unit. An original Village license receipt is required for verification of registration of all cats and dogs. Pets must be leashed and attended to at all times when outdoors. Pet owners must clean up after their pet immediately. Please note that these rules apply to both dogs and cats.

### INSPECTION OF PREMISES

Our current Mortgage Company, and HUD requires that a periodic inspection of all units (inside and out) be made by Management.

### PURCHASE OF UNIT

All financial arrangements in the purchase of a unit are made between the applicant and the current owner; the Cooperative assumes no responsibility in such arrangements. All negotiations for the sale of the unit are between you and the prospective buyer. Once an agreement has been reached as to the terms of the sale, **you and your buyer must come to the Management Office to sign a Contract for Sale of Membership Certificate. At this time, earnest money of at least 10% or \$300.00 whichever is greater must be tendered by the buyer to the office in CERTIFIED CHECK, CASHIER'S CHECK, OR MONEY ORDER, and all terms of the contract signed by buyer and seller. All monies due the seller must be held by the Management Office.** If the buyer desires an equity loan, "Recognition Agreement" documents will be signed. Firststar Bank of park Forest will finance 75% of the purchase price.

A written contract between applicant and owner is necessary, and signed by both parties at the office **BY APPOINTMENT**. THE EARNEST MONEY AND PAYMENT FOR THE UNIT (Membership Certificate) MUST BE MADE THROUGH THE COOPERATIVE OFFICE.

### APPROVAL/DISAPPROVAL OF APPLICATION

As soon as the confidential credit report is received and the paperwork completed, the application will be reviewed by the Admissions Committee of the Board of Directors. All credit information will be carefully weighed and the decision will be based on those standards set forth in the CEDARWOOD COOPERATIVE APPLICANT CRITERIA.

The applicant will be notified within 10 business days, in writing, of the Committee's decision by the Cooperative Office.

### BEFORE PICKING UP THE KEYS

At the last stage of the process, after a contract has been signed, the prospective Member must pay the first month's carrying charge plus the remainder of the agreed purchase price of the unit (Membership Certificate), and the Membership fee \$200. Monies must be paid at least 24 hours prior to the Final Move Out inspection.

Note: The equity portion must be paid by CASHIER'S CHECK OR CERTIFIED CHECK ONLY. A PERSONAL CHECK IS ACCEPTED ONLY FOR THE FIRST MONTH'S CARRYING CHARGE.