

CONSULT YOUR LAWYER BEFORE SIGNING THIS AGREEMENT  
Contract of Sale – Cooperative Apartment

This Contract is made as of \_\_\_\_\_ between the “Seller” and the “Purchaser” identified below.

1. Certain Definitions and Information

1.1 The “Parties” are:

**Seller:**

Address:

Prior names  
used by Seller:  
Soc. Sec. No.

**Purchaser:**

Address:

Soc. Sec. No.

1.2 The “Attorneys” are (name, address and telephone):  
For Seller:

For Purchaser:

1.3 The “Escrowee” is (name, address and telephone)

1.4 The “Managing Agent” is (name, address and telephone)

1.5 The name of the cooperative housing corporation (“Corporation”) is

1.6 The “Unit” number is

1.7 The Unit is located in “Premises” known as

1.8 The “Shares” are the \_\_\_\_\_ shares of the  
Corporation allocated to the Unit.

1.9 The “Lease” is the proprietary lease for the Unit given by the  
Corporation.

1.10 The “Broker” (see Par. 12) is

1.11 The “Closing” is the transfer of ownership of the Shares and  
Lease, which is scheduled to occur on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ (see Pars. 9 and 10)

1.12 The “Purchase Price” is \$ \_\_\_\_\_  
1.12.1 the “Contract Deposit” is \$ \_\_\_\_\_  
1.12.2 the “Balance” of the Purchase Price due at Closing is  
\$ \_\_\_\_\_ (see Par. 2)

1.13 The “Maintenance” charge is the rent payable under the Lease  
which at the date of this Contr act is in the monthly amount of \$ \_\_\_\_\_ (see Par. 4)

1.14 The “Assessment” is the additional rent payable under  
the Lease which at the date of this Contract is \$ \_\_\_\_\_ payable as follows:

1.15 The Party upon whom the Corporation imposes a “Flip Tax” or  
similar transfer fee, if any, is \_\_\_\_\_ (see Par. 11.3)

1.16 If Par. 19 (Financing Contingency) applies:

1.16.1 the “Loan Terms” are:  
**Amount Financed:** \$ \_\_\_\_\_ or any lower amount  
applied for or acceptable to Purchaser.

**Payment Terms and Charges:** The customary payment terms (including  
prevailing fixed or adjustable interest rate, prepayment provisions and  
maturity) and charges (including points, origination and other fees) then  
currently being offered to purchasers of cooperative apartments by the  
Institutional Lender (defined in Par. 19.5.1) to which Purchaser applies.  
**Security:** Pledge of the Shares and Lease.

1.16.2 the period for Purchaser to obtain a Loan Commitment  
Letter is \_\_\_\_\_ business days after a fully executed  
counterpart of this Contract is given to Purchaser.

1.17 The “Proposed Occupants” of the Unit are the following:

1.17.1 persons and relationship to Purchaser:

1.17.2 pets:

1.18 The Contract Deposit shall be held in a \_\_\_\_\_ interest  
bearing escrow account. Interest shall be payable to the \_\_\_\_\_  
The escrow  
account shall be a \_\_\_\_\_ type  
account held at \_\_\_\_\_  
(See Par. 28)

2. Agreement to Sell and Purchase; Purchase Price; Escrow

2.1 Seller agrees to sell and assign to Purchaser, and Purchaser agrees to  
purchase and assume from Seller, the Seller’s Shares and Lease for the  
Purchase Price and upon the other terms and conditions stated in this  
Contract.

2.2 The Purchase Price is payable to Seller by Purchaser as follows:

2.2.1 the Contract Deposit at the time of signing this Contract, by  
Purchaser’s collectible check to the order of Escrowee.

2.2.2 the Balance at Closing, only by cashier’s, official bank or  
certified check of Purchaser made payable to the direct order of Seller.  
These checks shall be drawn on and payable by a branch of a commercial  
or savings bank, savings and loan association or trust company located in  
the same City or County as the Unit. Seller may direct, on not less than 3  
business days’ Notice (defined in Par. 17) prior to Closing, that all or a  
portion of the Balance shall be made payable to persons other than Seller.

3. Personal Property

3.1 Subject to any rights of the Corporation or any holder of a mortgage  
to which the Lease is subordinate, this sale includes all of Seller’s  
ownership, if any, of the following “Property” to the extent existing in  
the Unit on the date hereof: the refrigerator, freezer, range, oven,  
microwave oven, dishwasher, cabinets and counters, lighting fixtures,  
chandeliers, wall-to-wall carpeting, plumbing fixtures, central air  
conditioning and/or window or sleeve units, washing machine, dryer,  
screens and storm windows, window treatments, switch plates, door  
hardware, built-ins not excluded in Par. 3.2 and

3.2 Specifically excluded from this sale is all personalty not included in  
Par. 3.1 and

3.3 The Property shall not be purchased if Closing does not occur.

3.4 No consideration is being paid for the Property. Seller makes no representation as to the condition of the Property. Purchaser shall take the Property “as is” on the date of this Contract, except for reasonable wear and tear, and except further , the appliances shall be in working order at Closing.

3.5 At or prior to the time of Closing, Seller shall remove from the Unit all the furniture, furnishings and other personalty not included in this sale, and repair any damage caused by such removal.

**4. Representations and Covenants**

4.1 Subject to any matter affecting title to the Premises (as to which Seller makes no representations or covenants), Seller represents and covenant that:

4.1.1 Seller is and shall at Closing be the sole owner of the Shares and Lease with the full right and power to sell and assign them;

4.1.2 the Shares and Lease will at Closing be free and clear of liens (other than the Corporation’s general lien on the Shares, for which no monies shall be owed), encumbrances and adverse interests (“Liens”); or Seller will deliver to Purchaser at Closing all requisite terminations, releases and/or satisfactions executed in form suitable for filing and/or recording, so as to remove of record, at Seller’s expense, any such liens;

4.1.3 the Shares were duly issued, fully paid for and are non-assessable;

4.1.4 the Lease is, and will at Closing be, in full force and effect and no notice of default under the Lease will be in effect at Closing;

4.1.5 the Maintenance and Assessments payable as of the date hereof are as specified in Pars. 1.13 and 1.14. All sums due to the Corporation will be fully paid by Seller to the end of the payment period immediately preceding the date of Closing;

4.1.6 as of this date, Seller neither has actual knowledge nor has received any written notice of (a) any increase in Maintenance or (b) any proposed Assessment which has been either adopted or is under consideration by the Board of Directors of the Corporation and not reflected in the amounts set forth in Pars. 1.13 and 1.14;

4.1.7 Seller will not at Closing be indebted for labor or material which might result in the filing of a notice of mechanic’s lien against the Unit or the Premises;

4.1.8 there are and at closing will be no violations of record which the owner of the Shares and Lease would be obligated to remedy under the terms of the Lease;

4.1.9 Seller has not made any alterations or additions to the Unit, without any required consent of the Corporation;

4.1.10 Seller has not entered and will not enter into, and has no actual knowledge of, any agreement (other than the Lease) affecting the use and/or occupancy of the Unit which would be binding on or adversely affect Purchaser; and

4.1.11 Seller has been known by no other name for the past 10 years except as set forth in Par. 1.1

4.2 Purchaser represents and covenants that Purchaser is acquiring the Shares and Lease solely for residential occupancy of the Unit by the Proposed Occupants only and will so represent to the Corporation in connection with Purchaser’s application to the Corporation for approval of this transaction by the Corporation.

4.3 The representations and covenants contained in Par. 4.1 shall survive Closing, buy any action based thereon must be instituted within 1 year from Closing.

**5. Corporate Documents**

Purchaser has examined and is satisfied with or has waived the examination of the Lease, and the Corporation’s certificate of incorporation, bylaws, house rules, most recent audited financial statement and most recent statement of tax deductions available to the Corporation’s shareholders under Internal Revenue code (“IRC”) § 216 (or any successor statute).

**6. Required Approval and References**

6.1 This sale is subject to the approval of the Corporation.

6.2 Purchaser shall in good faith:

6.2.1 submit to the Corporation or its Managing Agent, within 10 business days after the receipt of a fully executed counterpart of this Contract, an application for approval of this sale on the form required by the Corporation containing such data and together with such documents as the Corporation reasonably requires except for the Loan Commitment Letter (defined in Par. 19.5.2), if applicable, which shall be submitted by Purchaser within 3 business days after it is obtained;

6.2.2 attend (and cause any person who will reside in the Unit to attend) one or more personal interviews, as requested by the Corporation; and

6.2.3 promptly submit to the Corporation such further references, data and documents reasonably requested by the Corporation.

6.3 Either Party, after learning of the approval or denial by the Corporation of the application, shall promptly send Notice to the other Party of the Corporation’s decision. If approval or denial has not been issued on or before the date set for Closing, the Closing shall be adjourned for 30 business days for the purpose of obtaining such approval unless otherwise agreed to be the Parties. If the approval of this sale is not obtained by said adjourned date, either Party may cancel this Contract on Notice to the other provided that the Corporation’s approval is not issued before Notice of cancellation is given. In the event of a denial other than for Purchaser’s bad faith conduct, this contract shall be deemed cancelled. In the event of

cancellation pursuant to this Par. 6, the Escrowee shall refund the Contract Deposit to Purchaser. In case of a denial or lack of approval due to Purchaser’s bad faith conduct, Purchaser shall be in default and Par. 13.1 shall govern.

**7. Condition of Unit and Possession**

7.1 Seller makes no representation as to the condition of the Unit. Purchaser has inspected the Unit and shall take the same “as is”, on the date of this Contract, reasonable wear and tear excepted.

7.2 Seller shall deliver possession of the Unit at the Closing, vacant, broom-clean and free of all occupants and rights of possession.

**8. Risk of Loss**

8.1 While Seller has legal title and is in possession of the Unit, Seller assumes all risk of loss or damage (“Loss”) to the Unit and Property from fire or other cause not due to the fault of Purchaser or Purchaser’s contractors, agents or servants. In the event of a Loss, Seller shall have the option (but not the obligation) to restore the Unit and Property to as near as reasonably possible to the condition immediately prior to the Loss.

8.2 Within 10 calendar days after the Loss occurs, Seller shall give Notice to Purchaser of the Loss and whether or not Seller elects to restore (“Election Notice”).

8.3 If Seller elects to restore, Seller must do so within 60 calendar days after sending the Election Notice or by the Closing, whichever is later (“Restoration Period”).

8.4 If the Closing is before such 60 calendar day period expires, then the Closing shall be adjourned to a date and time fixed by Seller on not less than 10 calendar days’ prior Notice to Purchaser, but in no event shall the Closing be adjourned for more than 70 calendar days after giving of the Election Notice.

8.5 If Seller elects not to restore or fails, in a timely manner, to send the Election Notice or, having sent the Notice, Seller fails to complete the restoration within the Restoration Period, then Purchaser’s sole remedy is either to:

8.5.1 cancel this Contract in accordance with Par. 16 and recover all sums theretofore paid on account of the Purchase Price; or

8.5.2 complete the purchase in accordance with this Contract, without reduction in the Purchase Price or claim against Seller, but with the right to receive any “Net Insurance Proceeds” as defined in Par. 8.6 together with an assignment to Purchaser, without recourse to Seller, of any uncollected proceeds, which assignment shall be delivered by Seller at Closing.

8.6 “Net Insurance Proceeds” are proceeds of Seller’s insurance covering the Loss which is attributable to the Unit and Property after deducting legal and other collection expenses incurred by Seller and any sums paid or incurred by Seller for restoration.

8.7 If Purchaser fails to exercise one of Purchaser’s options pursuant to Par. 8.5 by Notice to Seller within 7 business days after Seller gives the Election Notice or within 7 business days after the Restoration Period expires (in the event Seller fails to complete the restoration within the Restoration Period), then Purchaser will be deemed to have conclusively elected the option to complete the purchase pursuant to Par. 8.5.2.

8.8 If Purchaser is given possession of the Unit prior to Closing.

8.8.1 Purchaser assumes all risk of Loss to the Unit and Property prior to Closing from fire or other cause not the fault of Seller of Seller’s contractors, agents, employees or servants; and

8.8.2 Purchaser shall be obligated to complete the purchase in accordance with this Contract, without reduction in the Purchase Price or claim against Seller and without delay.

8.9 Notwithstanding anything to the contrary in Par. 8.1, Purchaser shall have the right to cancel this Contract in accordance with Par. 16 if, prior to Closing and while Seller is in possession, through no fault of Purchaser or Purchaser’s contractors, agents, employees and servants, either:

8.9.1 a Loss occurs to the Unit which would cost more than 10% of the Purchase Price to restore; or

8.9.2 more than 10% of the units in the Premises are damaged and rendered uninhabitable by fire or other cause, regardless of whether the Unit is damaged.

8.10 Purchaser shall be deemed to have waived Purchaser’s right to cancel under Par. 8.9 if Purchaser fails to elect to cancel by Notice to Seller given within 7 business days after Seller gives Notice to Purchaser of the event which gives rise to Purchaser’s right to cancel. In the event Purchaser waives or is deemed to have waived this right to cancel, the provisions of Par. 8.5.2 shall apply.

**9. Closing Location**

The Closing shall be held at the location designated by the Corporation, or (if none is designated), at the office of Seller’s attorney.

10. Closing

10.1 At Closing, Seller shall deliver:

10.1.1 Seller’s certificate for the Shares duly endorsed for transfer to Purchaser or accompanied by a separate duly executed stock power to Purchaser, and in either case, with any guarantee of Seller’s signature required by the Corporation;

10.1.2 Seller’s counterpart original of the Lease and a duly executed assignment thereof to Purchaser in the form required by the Corporation;

10.1.3 a written statement by an officer of the Corporation or its authorized agent consenting to the transfer of the Shares and Lease to Purchaser and setting forth the amounts and payment status of the Maintenance and any Assessments;

10.1.4 executed FIRPTA document(s) (defined in Par. 26);

10.1.5 keys to the Unit, building entrances, garage, mailbox and any locks in the Unit;

10.1.6 if requested, an assignment to Purchaser of Seller’s interest in the Property;

10.1.7 Net Insurance Proceeds and/or assignment of any uncollected Net Insurance Proceeds, if applicable; and

10.1.8 instruments or other documents required under Par. 4.1.2, if any.

10.2 At Closing, Purchaser shall:

10.2.1 pay the Balance in accordance with Par. 2.2.2;

10.2.2 execute and deliver to Seller and the Corporation an agreement assuming the Lease, in the form required by the Corporation; and

10.2.3 if requested by the Corporation, execute and deliver counterparts of a new lease substantially the same as the Lease, for the balance of the Lease term, in which case the Lease shall be cancelled and surrendered to the Corporation together with Seller’s assignment thereof to Purchaser.

10.3 At Closing, the Parties shall provide the information necessary for Internal Revenue Service (“IRS”) Form 1099-S or other similar form required.

10.4 At Closing, Seller shall provide, and the Parties shall execute, all documents necessary to comply with any applicable transfer and/or gains tax filings.

**11. Closing Fees, Taxes and Apportionments**

11.1 At Closing, Seller shall pay, if applicable:

11.1.1 the processing fee(s) of the Corporation, its attorneys, and/or agents, except as set forth in Par. 11.2.3;

11.1.2 the cost of stock transfer stamps; and

11.1.3 the transfer tax and transfer gains tax, except a transfer tax which by its terms imposes primary liability on the purchaser.

11.2 At Closing, Purchaser shall pay:

11.2.1 the sales taxes, if any, on this sale, other than the transfer stamps as provided for in Par. 11.1.2;

11.2.2 the cost of any title search;

11.2.3 any fee to the Corporation or its agents and/or attorneys relating to Purchaser’s financing; and

11.2.4 a transfer tax which by law is primarily imposed on the purchaser.

11.3 At Closing, the Flip Tax, if any, shall be paid by the Party specified in Par. 1.15.

11.4 At Closing, the Parties shall apportion as of 11:59 P.M. of the day preceding the Closing, the Maintenance and any other periodic charges due the Corporation (other than Assessments).

11.5 Assessments, whether payable in a lump sum or installments, shall not be apportioned, but shall be paid by the Party who is the owner of the Shares on the date specified by the Corporation for payment. Purchaser shall pay any installments payable after Closing provided Seller had the right to and elected by pay the Assessment in installments.

11.6 Each party covenants to the other that it will timely pay any taxes for which it is primarily liable pursuant to law. This Par. 11.6 shall survive Closing.

**12. Broker**

12.1 Each Party represents to the other that such Party has not dealt with any other person acting as a broker, whether licensed or unlicensed, in connection with this transaction other than the Broker named in Par. 1.10.

12.2 Seller shall pay the Broker’s commission pursuant to a separate agreement. The Broker shall not be deemed to be a third-party beneficiary of this provision.

12.3 This Par. 12 shall survive the Closing.

**13. Defaults, Remedies and Indemnities**

13.1 In the event of a default or misrepresentation by Purchaser, Seller’s sole remedy shall be to terminate this Contract and retain the Contract Deposit as liquidated damages, except there shall be no limitation on Seller’s remedies for a breach of Par. 12.1. In case of Purchaser’s misrepresentation or default, Seller’s damages would be impossible to ascertain and the Contract Deposit constitutes a fair and reasonable amount of compensation.

13.2 In the event of a default or misrepresentation by Seller, Purchaser shall have such remedies as Purchaser is entitled to at law or in equity, including specific performance, because the Unit and possession thereof cannot be duplicated.

13.3 Each Party indemnifies and holds harmless the other against and from any claim, judgment, loss, liability, cost or expense resulting from the indemnitor’s breach of any of the representations or covenants stated to survive Closing. This indemnity includes, without limitation, reasonable attorneys’ fees and disbursements, court costs and litigation expenses. This Par. 13.3 shall survive the Closing.

13.4 Purchaser indemnifies and holds harmless Seller against and from any claim, judgment, loss, cost or expense resulting from the Lease obligations assumed by Purchaser. This indemnity includes, without limitation, reasonable attorneys’ fees and disbursements, court costs and litigation expenses. This indemnity does not include or excuse a breach of any representation or covenant by Seller in Par 4.1. This Par. 13.4 shall survive the Closing.

13.5 In the event any instrument for the payment of the Contract Deposit fails of collection, Seller shall have the right to sue on the uncollected instrument. In addition, such failure of collection shall be a default under this Contract, provided Seller gives Purchaser

Notice of such failure of collection and, within 3 business days after Notice is given, Escrowee does not receive from Purchaser an unendorsed certified check, bank check or immediately available funds in the amount of the uncollected funds. Failure to cure such default shall entitle Seller to the remedy in Par. 13.1 and to retain all sums as may be collected and/or recovered.

**14. Entire Agreement; Modification**

14.1 All prior oral or written representations, understandings and agreements had between the Parties with respect to the subject matter of this Contract, and with the Escrowee as to Par. 28, are merged in this Contract, which alone fully and completely expresses their agreement.

14.2 A provision of this Contract may be changed or waived only in writing signed by the Party (or Escrowee) to be charged.

14.3 The Attorneys may extend in writing any of the time limitations stated in this Contract.

**15. No Assignment by Purchaser**

15.1 Purchaser may not assign this Contract or any of Purchaser’s rights hereunder and any purported assignment shall be null and void.

15.2 This Contract shall bind and inure to the benefit of the Parties hereto and their respective heirs, personal and legal representatives and successors in interest.

**16. Cancellation for Other than Default or Misrepresentation**

If Seller shall be unable to transfer the Lease and the Shares in accordance with this Contract for any reason not due to Seller’s willful acts or omissions, then the sole obligation of Seller shall be to refund to Purchaser the Contract Deposit and reimburse Purchaser for the actual costs incurred for Purchaser’s title or abstract search, except such reimbursement shall not be required if a cancellation is pursuant to Par. 6 or 19. Upon making such refund, this Contract shall be cancelled and neither Party shall have any further claim against the other hereunder.

**17. Notices.**

17.1 Any notice or demand (“Notice”) shall be in writing and either delivered by hand or overnight delivery or sent by certified or registered mail to the Party and simultaneously, in like manner, to such Party’s Attorney, if any, and to Escrowee at the addresses set forth in Par. 1, or to such other address as shall hereafter be designated by Notice given pursuant to this Par. 17.

17.2 Each Notice shall be deemed given on the same day if delivered by hand or on the following business day if sent by overnight delivery, or the second business day following the date of mailing.

17.3 The Attorneys are authorized to give any Notice specified in this Contract on behalf of their respective clients.

17.4 Failure to accept a Notice does not invalidate the Notice.

**18. Margin Headings**

The margin headings do not constitute part of the text of this Contract.

**19. Financing Contingency** (*delete if inapplicable*)

19.1 Purchaser may cancel this Contract and recover the Contract Deposit by following the procedure in Par. 19.4 if after complying with Purchaser’s “Financing Obligations” in Par. 19.2 below and Purchaser’s other obligations under this Contract:

19.1.1 Purchaser fails through no fault of Purchaser to obtain from an “Institutional Lender” (defined in Par. 19.5.1) a “Loan Commitment Letter” (defined in Par. 19.5.2) for financing on the Loan Terms and within the time period stated in Par. 1.16 (the “Loan”); or

19.1.2 the Institutional Lender and the Corporation cannot agree on the terms of an agreement for the protection of the Institutional Lender (commonly called a recognition agreement), if required by the Institutional Lender.

19.2 Purchaser’s right to cancel under Par. 19.1 and recover the Contract Deposit is conditioned upon Purchaser’s diligent compliance with all of the following “Financing Obligations”:

19.2.1 Purchaser must apply in good faith for the Loan from an Institutional Lender within 7 business days after a fully executed counterpart of this Contract is given to Purchaser;

19.2.2 the Loan application must contain truthful, accurate and complete information as required by the Institutional Lender; and

19.2.3 Purchaser must comply with all requirements of the Institutional Lender to obtain the Loan Commitment Letter and to close the Loan.

19.3 Purchaser may also cancel this Contract and recover the Contract Deposit in accordance with the procedure in Par. 19.4 if:

19.3.1 the Closing is adjourned by Seller or the Corporation for more than 30 business days from the date set for Closing in Par. 1.11; and

19.3.2 the Loan Commitment Letter expires on a date more than 30 business days after the date set for Closing in Par. 1.11 and before the new date set for closing pursuant to Par. 19.3.1; and

19.3.3 Purchaser is unable in good faith to obtain from the Institutional Lender an extension or a new Loan Commitment Letter for the Amount Financed stated in Par. 1.16 or the same principal amount stated in the expired Loan Commitment Letter, whichever is lower, without paying any additional fees to the Institutional Lender (unless Seller, within 5 business days after receipt of Notice of such fees, gives Notice that Seller will pay such fees and pays them when due). All other substantive Loan terms may be materially no less favorable than in the expired Loan Commitment Letter.

19.4 In order to cancel pursuant to Par. 19.1 or 19.3, Purchaser shall give notice of cancellation to Seller within 7 business days after the right to cancel arises. **Purchaser’s failure to timely give such Notice of cancellation will be deemed a conclusive waiver of such right to cancel.** In case of cancellation pursuant to Par. 19.1, a copy of any

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