263 West 38th Street *Suite 15E *New York, NY 10018 Phone: 212.302.1500 *Fax: 212.302.3855

325 WEST 21 ST INC.-Purchase Application and Required Documents

The following is a list of the items you are required to submit for the board to review your application. Please be sure to provide all the information requested. All the required documents must be e-mailed to carine@kyrousrealtygroup.com. DO NOT DUPLICATE HOUSE RULES. Please retain the copy included in this email for your information.

Copies of all Financial Materials furnished will be returned to applicant or destroyed.

Upon receipt of a completed package and after verification of all financial data and references, the application will be submitted to the Board of Directors for review.

- 1. Purchase Application (enclosed)
- 2. Executed Contract of Sale
- 3. Net Worth Statement. Provide supportive documentation
- 4. Last two (2) year's Income tax Returns (include 1040's)
- 5. Signed Credit Report Release
- 6. Letter from current landlord/management agent verifying status of tenancy
- 7. Letter from current employer verifying salary, position length of employment and likelihood of continued employment.
- 8. Two (2) personal letters of recommendation for each person to be named on the proprietary lease.
- 9. Letter of financial reference
- 10. If financing is involved, copies of the loan application, commitment letter and three (3) original AZTECH Recognition Agreements signed by the lender. The Recognition Agreements MUST include the bank's address and telephone number of loan department for notices. (Any information not provided will hold up Refinancing process.)
- 11. Copies of Checking & Savings Account Statement for past three (3) months
- 12. New York City: Window Guard/Lead Paint Notice

Schedule of Fees-Due with Application

- 1. A \$400.00 refundable Move-in/out Deposit: payable to 325 WEST 21 ST. INC. This check will be returned to the seller after the move-out is complete. In case of damage to the building, the cost of repairs will be deducted from this deposit. This check must be in the form of a certified check or money order.
- 2. Application Processing Fee: \$450.00 certified check or money order payable to Kyrous Realty Group, Inc.
- 3. Credit Check Fee: \$150.00 per applicant. This check is non-refundable and made payable to Kyrous Realty Group, Inc. This check must be certified check or money order.
 - *Minimum financing permitted to twenty percent (20%) of purchase price.

Please note that application packages must contain all required documentation. Items missing will only delay the Managing Agent's review and submission to the Board.

263 West 38th Street *Suite 15E *New York, NY 10018 Phone: 212.302.1500 *Fax: 212.302.3855

Closing Fees:

- All fees must be paid by Certified Check, Money Order, or Attorney Escrow Checks.
- All closings take place at the office of the Managing Agent:

Kyrous Realty Group, Inc. 263 West 38th Street, Suite 15E New York, NY 10018

- Processing fee for Recognition Agreements: \$200.00 Payable to Kyrous Realty Group, Inc.
- Managing Agent's fee for preparation of closing documents, and for representing the interest of the Coop at closing \$700.00 payable by Seller. Payable to Kyrous Realty Group, Inc.
- Flip Tax: one percent (1%) of purchase price, payable by the seller. Payable to 325 West 21 St. INC.

Please note that there are additional fees for messenger service, etc.

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Applicant Information

Na(s):	SS#:
	SS#:
Present Address:	Apartment to be occupied by: Applicant(s) • Yes □ No
	Occupants
Years at this address:	
Do you own your present residence? Yes □ No □	(
CURRENT EMPLOYER INFORMATION:	Relationship
Employer:	
Business Address:	Office Phone:
Nature of Business:	Position:
PREVIOUS EMPLOYER INFORMATION:	Annual Salary: \$
Employer:	Length of Employment:
Business Address:	Office Phone:
SPOUSE'S EMPLOYER INFORMATION:	Length of Employment:
Employer:	Office Phone:
Business Address:	Position:
Nature of Business:	Annual Salary: \$
BROKER INFORMATION:	Length of Employment:
Name:	ATTORNEY INFORMATION:
Address:	Name:
Phone:	Address:
	Phone:

263 West 38th Street •Suite 15E •New York, NY 10018 Phone: 212.302.1500 •Fax: 212.302.3855

IMPORTANT NOTICE

Please Read Carefully

Kyrous Realty Group, Inc. realizes that this application contains sensitive personal information. We require the social security number for each applicant (and each other adult occupant of the apartment) on the authorization to obtain Credit Report Information (see Credit Report Release). This is the only place on the application requiring a social security number, but social security numbers may be contained on other documents that you are submitting (e.g., tax returns, contracts of sale). Before submitting these documents, please blacken out or otherwise obliterate the social security number as Kyrous Realty Group, Inc. cannot be responsible for the security of this information if it is included in these documents.

KYROUS REALTY GROUP, INC.
Applicant Information
Page 2 of 4
-continued
Are there any outstanding judgments against you? Yes □ No □
If yes, please explain:
Do you have any diplomatic immunity or other special status? Yes · No □
If yes, please explain:
Have you ever declared bankruptcy or are involved in a bankruptcy procedure? Yes □ No □
If yes, please explain:
II Jos, ploado ouplant
Names of all clubs and society memberships, fraternities and honorary societies to which applicant belongs:
realites of all claus and society memberships, naterinties and nonerally societies to which approach seronge

Schools and colleges attended by husband,	wife and children:
4	
Vames of all residents in the building known	n by the applicant:
oes applicant wish to maintain any pets in	the apartment, and if so, please specify with full information:
o you own or rent another residence, and	if so, where?
ERSONAL & BUSINESS REFERENCES	
ERSONAL & BUSINESS REFERENCES ERSONAL REFERENCE#1:	Name:
ERSONAL & BUSINESS REFERENCES ERSONAL REFERENCE#1: ame:	Name:
ERSONAL & BUSINESS REFERENCES ERSONAL REFERENCE#1: Jame:	Name:Address:
ERSONAL & BUSINESS REFERENCES ERSONAL REFERENCE#1: [ame:	Name: Address: Phone:
PERSONAL & BUSINESS REFERENCES PERSONAL REFERENCE#1: Jame: Address: Chone:	Name: Address: Phone: Relationship:
PERSONAL & BUSINESS REFERENCES PERSONAL REFERENCE#1: Jame: Jame	Name: Address: Phone: Relationship:
PERSONAL & BUSINESS REFERENCES PERSONAL REFERENCE#1: Jame: Address: Chone: Celationship: BUSINESS REFERENCES	Name: Address: Phone: Relationship: Person to verify Applicant's Employment or
	Name:

KYROUS REALTY GROUP, INC. Applicant Information Page 3 of 4

FINANCIAL REFERENCES	
PERSONAL ACCOUNTS: CHECKING	Address:
Bank Name:	
Account No:	
Address:	Applicant Signature
	Applicant Signature
PERSONAL ACCOUNTS: CHARGE CARD#1	PERSONAL ACCOUNTS: SAVINGS
Account Name:	Bank Name:
Account No:	Account No:
PERSONAL ACCOUNTS: CHARGE CARD#3	Address:
Account Name:	
Account No:	
Exp. Date:	PERSONAL ACCOUNTS: CHARGE CARD#2
BUSINESS ACCOUNTS: CHECKING Bank Name:	Account Name:
	Account No:
Account No:	Exp. Date:

PERSONAL ACCOUNTS: CHARGE CARD#4	Phone:
Account Name:	Relationship:
Account No:	
Exp. Date:	Date:
CLOSEST LIVING ADULT RELATIVE (Not intending to reside with Applicant)	Date:
Name:	
Address:	
:=	
-	
KYROUS REALTY GROUP, INC. Applicant Information Page 4 of 4	
EMERGENCY CONTACT INFORMATION APPLICANT INFORMATION:	

Person to call in the event of an emergency	
Contact Name:	Residence Phone:
Relationship:	Office Phone:
	Office I none.

263 West 38th Street •Suite 15E •New York, NY 10018 Phone: 212.302.1500 •Fax: 212.302.3855

The following is submitted as being a true and accumumdersigned onday of, 20	rate statement of the financial condition of the
Applicant Name	Applicant Name
Applicant Signature Address:	Applicant Signature Address:

Attach additional pages if necessary.

ASSETS	Applicant	Co-Applicant	LIABILITIES	Applicant	Co-Applicant
Cash in banks			Notes Payable:		
Money Market Funds			To Banks		
Contract Deposit			To Relatives		
Investments: Bonds & Stocks			To Others		
(See schedule)			Installment Accounts Payable:		
Investment in Own Business			Automobile		
Accounts and Notes Receivables			Other		
Real Estate Owned (See schedule)			Other Accounts Payable		
Automobiles: Year: Make:			Mortgages Payable on Real Estate (see schedule)		
Personal Property & Furniture			Unpaid Real Estate Taxes		
Life Insurance			Unpaid Income Taxes		
Cash Surrender Value			Chattel Mortgages		
Retirement Funds/IRA					
401K					
KEOGH			Outstanding Credit Card Loans		
Profit Sharing/Pension Plan			Other Debts (itemize)		
Other Assets			TOTAL LIABILITIES		
TOTAL ASSETS			NET WORTH		
COMBINED ASSETS			COMBINED NET WORTH	Л	

KYROUS REALTY GROUP, INC.

263 West 38th Street *Suite 15E *New York, NY 10018 Phone: 212.302.1500 *Fax: 212.302.3855

 Co-Applicant	CONTINGENT LIABILITIES	Ар	plicant	Co-M	plicant
	Endorser or Co-maker on Notes				
	Alimony Payments (Annual)				
	Child Support				
	Defendant in any legal action?	Yes 🗖	No□	Yes 🗆	No□
	Any unsatisfied judgments	Yes 🗖	No□	Yes 🗅	No□
	Ever filed for bankruptcy	Yes 🗖	No□		
	Explain			1	
		Alimony Payments (Annual) Child Support Defendant in any legal action? Any unsatisfied judgments Ever filed for bankruptcy	Alimony Payments (Annual) Child Support Defendant in any legal action? Yes Any unsatisfied judgments Yes Ever filed for bankruptcy Yes	Alimony Payments (Annual) Child Support Defendant in any legal action? Yes No Any unsatisfied judgments Yes No Ever filed for bankruptcy Yes No	Alimony Payments (Annual) Child Support Defendant in any legal action? Yes No Yes Any unsatisfied judgments Ever filed for bankruptcy Yes No

Applicants

263 West 38th Street •Suite 15E •New York, NY 10018 Phone: 212.302.1500 •Fax: 212.302.3855

Amount	Description	Marketable	Non-Marketable
of Shares	(Extended Valuation in Column)	Value	Value

CHEDULE OF STOCKS	AND BONDS				
CHEDULE OF REAL ES	TATE				
Descrip	tion	Cost	Actual Value	Mortgage Amount	Maturity Date
					_
SCHEDULED OF NOTES					
pecify any assets pledge					DI 1 1 4 - C
To Whom Payable	Date	Amour	t Due	Interest	Pledged As Sec
			1 11 1 1 1 1 11	en have been carefully read	and the undersigned he
The foregoing statements solemnly declares and cer	and details per	taining thereto ame is a full and	, both printed and writte I correct exhibit of my/o	our financial condition.	
The foregoing statements solemnly declares and cer	and details per tifies that the sa	taining thereto	, both printed and writted a correct exhibit of my/o	our financial condition.	
The foregoing statements solemnly declares and cer Applicant Signature	and details per- tifies that the sa	taining thereto	I correct exhibit of my/o	our financial condition.	
solemnly declares and cer	and details per tifies that the sa	taining thereto	I correct exhibit of my/o	our financial condition.	

263 West 38th Street •Suite 15E •New York, NY 10018 Phone: 212.302.1500 •Fax: 212.302.3855

CREDIT REPORT RELEASE

I (we) hereby authorize Kyrous Realty Group, Inc., on behalf of 325 West 21 ST. INC., to request and receive any and all information from any credit bureaus, previous employers, law enforcement agencies, and references.

I (we) will hold harmless and/or release Kyrous Realty Group, Inc. and 325 West 21 ST. INC., from any and all claims and liability which may arise now or in the future with regard to the obtaining or the releasing of the above stated information for the purpose of doing credit checks, and criminal activity checks.

Each Applicant and all adults who will reside in the Unit must complete Credit Report Release.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Name:	Date of Birth:
Social Security #:	Age:
Address:	Employer's Company Name
	Address:
Applicant Signature	Date:

*Duplicate for Additional Applicants

263 West 38th Street •Suite 15E •New York, NY 10018 Phone: 212.302.1500 •Fax: 212.302.3855

325 West 21ST INC.- Letter to Board of Directors

The Board of Directors 325 West 21 ST Inc. 325 West 21 Street New York, NY 10011	
Re: 325 West 21 st Street Apt. #:	
Dear Board of Directors:	
I (We) have received, read, understand, 325 West 21 ST INC.	and agree to abide by the House Rules fo
Signature of Applicant	Date
Signature of Applicant	Date

263 West 38th Street •Suite 15E •New York, NY 10018 Phone: 212.302.1500 •Fax: 212.302.3855

362 West Broadway Cooperative Corp.-Purchase Application and Required Documents

The following is a list of the items you are required to submit for the board to review your application. Please be sure to provide all the information requested. All of the required documents must be e-mailed to <u>carine@kyrousrealtygroup.com</u>. DO NOT DUPLICATE HOUSE RULES. Please retain the copy included in this package for your information.

Upon receipt of a completed package and after verification of all financial data and references, the application will be submitted to the Board of Directors for review.

- 1. Purchase Application (enclosed)
- 2. Executed Contract of Sale
- 3. Net Worth Statement. Provide supportive documentation
- 4. Last two (2) year's Income tax Returns (include W-2's)
- 5. Tax Information Authorization Form (8821) attached.
- 6. Signed Credit Report Release
- 7. Letter from current landlord/management agent verifying status of tenancy
- 8. Letter from current employer verifying salary, position length of employment and likelihood of continued employment.
- 9. Two (2) personal letters of recommendation for each person to be named on the proprietary lease.
- 10. Letter of financial reference
- 11. If financing is involved, copies of the loan application, commitment letter and three (3) original AZTECH Recognition Agreements signed by the lender. The Recognition Agreements MUST include the bank's address and telephone number of loan department for notices. (Any information not provided will hold up Refinancing process.)
- 12. Copies of Checking & Savings Account Statement for past three (3) months
- 13. New York City: Window Guard/Lead Paint Notice

Schedule of Fees-Due with Application

- 1. Move-out Deposit: \$500 Check, payable to 362 West Broadway Cooperative Corp. from the seller. This check will be returned to the seller after the move-out is complete. In case of damage to the building, the cost of repairs will be deducted from this deposit. This check must be in the form of a certified check or money order.
- 2. Move-in Deposit: \$500 Check, payable to 362 West Broadway Cooperative Corp. from the purchaser. This check will be returned to the purchaser after the move-in is complete. In case of damage to the building, the cost of repairs will be deducted from this deposit. This check must be in the form of a certified check or money order.
- 3. Application Processing Fee: \$650 certified check or money order payable to Kyrous Realty Group, Inc.
- 4. Credit Check Fee: \$150.00 per applicant. This check is non-refundable and made payable to Kyrous Realty Group, Inc. This check must be certified check or money order.

MAXIMUM FINANCING PERMITTED TO EIGHTY PERCENT (80%) OF THE PURCHASE PRICE.

Application: 362 West Broadway Cooperative Corp.

263 West 38th Street •Suite 15E •New York, NY 10018 Phone: 212.302.1500 •Fax: 212.302.1500

Closing Fees

- All fees must be paid by Certified Check, Money Order, or Attorney Escrow Check.
- All closings take place at the office of the Managing Agent:

Kyrous Realty Group, Inc. 263 West 38th Street, Suite 15E New York, NY 10018

- Processing fee for Recognition Agreements: \$200.00 Payable to Kyrous Realty Group, Inc.
- Managing Agent's fee for preparation of closing documents, and for representing the interest of the Coop at closing: \$600.00 payable by Seller. Payable to Kyrous Realty Group, Inc.

Please note that there are additional fees for messenger service, etc.

263 West 38th Street *Suite 15E *New York, NY 10018 Phone: 212.302.1500 *Fax: 212.302.3855

IMPORTANT NOTICE

Please Read Carefully

Kyrous Realty Group, Inc. realizes that this application contains sensitive personal information. We require the social security number for each applicant (and each other adult occupant of the apartment) on the authorization to obtain Credit Report Information (see Credit Report Release). This is the only place on the application requiring a social security number, but social security numbers may be contained on other documents that you are submitting (e.g. tax returns, contracts of sale). Before submitting these documents, please blacken out or otherwise obliterate the social security number as Kyrous Realty Group, Inc. cannot be responsible for the security of this information if it is included in these documents.

263 West 38th Street •Suite 15E •New York, NY 10018 Phone: 212.302.1500 •Fax: 212.302.3855

Applicant Information

Name(s):	SS#:
	SS#:
Present Address:	Apartment to be occupied by: Applicant(s) □ Yes □ No
	Occupants
Years at this address:	
Do you own your present residence? Yes □ No □	
CURRENT EMPLOYER INFORMATION:	Relationship
Employer:	
Business	
Address:	Office Phone:
Nature of Business:	Position:
PREVIOUS EMPLOYER INFORMATION:	Annual Salary: \$
Employer:	Length of Employment:
Business Address:	Office Phone:
SPOUSE'S EMPLOYER INFORMATION:	Length of Employment:
Employer:	- 45
3	Office Phone:
Business Address:	Position:
Nature of Business:	Annual Salary: \$
BROKER INFORMATION:	Length of Employment:
Name:	ATTORNEY INFORMATION:
Address:	Name:
Phone:	Address:
	Phone:

KYROUS REALTY GROUP, INC. Applicant Information Page 2 of 4

	= = - 19
-continued	
Are there any outstanding judgments against you? Yes If Yes, please explain:	
Do you have any diplomatic immunity or other special structure. If Yes, please explain:	
Have you ever declared bankruptcy or are involved in a If Yes, please explain:	
Names of all clubs and society memberships, fraternitie	s and honorary societies to which applicant belongs:
Schools and colleges attended by husband, wife and chil	ldren:
Names of all residents in the building known by the appl	licant:
Does applicant wish to maintain any pets in the apartme	nt, and if so, please specify with full information:
Do you own or rent another residence, and if so, where	?
PERSONAL & BUSINESS REFERENCES	
PERSONAL REFERENCE#1:	PERSONAL REFERENCE#2:
Name:	Name:
Address:	Address:
Phone:	Phone:
Relationship:	Relationship:
BUSINESS REFERENCES	Person to verify Applicant's Employment or Applicant's Supervisor
Name:	Name:
Address:	Address:
Phone:	Phone:

FINANCIAL REFERENCES	
PERSONAL ACCOUNTS: CHECKING	PERSONAL ACCOUNTS: SAVINGS
Bank Name:	Bank Name:
Account No:	Account No:
Address:	Address:
PERSONAL ACCOUNTS: CHARGE CARD#1	PERSONAL ACCOUNTS: CHARGE CARD#2
Account Name:	Account Name:
Account No:	Account No:
Exp. Date:	Exp. Date:
PERSONAL ACCOUNTS: CHARGE CARD#3	PERSONAL ACCOUNTS: CHARGE CARD#4
Account Name:	Account Name:
Account No:	Account No:
Exp. Date:	Exp. Date:
BUSINESS ACCOUNTS: CHECKING Bank Name:	CLOSEST LIVING ADULT RELATIVE (Not intending to reside with Applicant)
Account No:	Name:
Address:	Address:
	Phone:
	Relationship:
	Date:
Applicant Signature	
Applicant Signature	Date:

KYROUS REALTY	GROUP,	INC.
Applicant Informat	ion	
Page 4 of 4		

EMERGENCY CONTACT INFORMATION	
APPLICANT INFORMATION:	
Person to call in the event of an emergency	
Contact Name:	Residence Phone:
Relationship:	Office Phone:

$\frac{K \ \text{YROUS} \quad R \ \text{EALTY} \quad G \ \text{ROUP,} \quad I \ \text{NC.}}{263 \ \text{West } 38^{\text{th}} \ \text{Street } \bullet \text{Suite } 15\text{E} \bullet \text{New York, NY } 10018}$

Phone: 212.302.1500 •Fax: 212.302.3855

The following is submitted as being a true and accurate undersigned onday of, 20	e statement of the financial condition of the
Applicant Name	Applicant Name
Applicant Signature	Applicant Signature
Address:	Address:

Attach additional pages if necessary.

ASSETS	Applicant	Co-Applicant	LIABILITIES	Applicant	Co-Applicant
Cash in banks			Notes Payable:		
Money Market Funds			To Banks		
Contract Deposit			To Relatives		
Investments: Bonds & Stocks			To Others		
(See schedule)			Installment Accounts Payable:		
Investment in Own Business			Automobile		
Accounts and Notes Receivables			Other		
Real Estate Owned (See schedule)			Other Accounts Payable		
Automobiles: Year: Make:			Mortgages Payable on Real Estate (see schedule)		
Personal Property & Furniture			Unpaid Real Estate Taxes		
Life Insurance			Unpaid Income Taxes		
Cash Surrender Value			Chattel Mortgages		
Retirement Funds/IRA					
401K					
KEOGH			Outstanding Credit Card Loans		
Profit Sharing/Pension Plan			Other Debts (itemize)		
Other Assets			TOTAL LIABILITIES		
TOTAL ASSETS			NET WORTH		
COMBINED ASSETS			COMBINED NET WORTH	I.	

263 West 38th Street •Suite 15E •New York, NY 10018 Phone: 212.302.1500 •Fax: 212.302.3855

SOURCE OF INCOME	Applicant	Co-Applicant	CONTINGENT LIABILITIES	Applicant	Co-Applicant
Base Salary			Endorser or Co-maker on Notes		
Overtime Wages			Alimony Payments (Annual)		
\$Bonus & Commissions			Child Support		
\$Dividends and Interest Income			Defendant in any legal action?	Yes No	Yes □ No□
Other Income (itemize)			Any unsatisfied judgments	Yes □ No□	Yes □ No□
TOTAL			Ever filed for bankruptcy	Yes □ No□	
COMBINED TOTAL	1		Explain		

PROJECTED COMBINED MONTHLY EXPENSES	Applicants		
Maintenance			
Apartment Financing			
Other Mortgages			
Bank Loans			
Auto Loan			
TOTAL			

263 West 38th Street *Suite 15E *New York, NY 10018 Phone: 212.302.1500 *Fax: 212.302.3855

SCHEDITI	7 0 5	OMOGIZO	ARTT	DONTO
CHHIIII	н г тн	STORKS	AINII	RUNITS

Amount of Shares	Description (Extended Valuation in Column)	Marketable Value	Non-Marketable Value
Of Shares	(Extended Valuation in Column)	7 4140	value

SCHEDULE OF REAL ESTATE

SCHEDULED OF NOTES PAYABLE

Specify any assets pledged as collateral, including the liabilities they secure:

To Whom Payable	Date	Amount	Due	Interest	Pledged As Security

The foregoing statements and details pertaining ther	to, both printed and writt	tten, have been ca	arefully read	and the	undersigned	hereby
solemnly declares and certifies that the same is a full	and correct exhibit of my/	our financial cond	lition.			

Date:

Application: 362 West Broadway Cooperative Corp.

Applicant Signature		
Applicant Signature	n . 3	
Applicant Signature	Date:	
263 West 38 th	EALTY GROUP, INC. Street *Suite 15E *New York, NY 10018 12.302.1500 *Fax: 212.302.3855	
CREDIT REPORT RELEASE		
I (we) hereby authorize Kyrous Realty Group and receive any an all information from a references.	Inc., on behalf of 362 West Broadway Cooperative Corp. to really credit bureaus, previous employers, law enforcement agencies	equest s, and
any and all claims and liability which may ari	us Realty Group, Inc. and 362 West Broadway Cooperative Corpe now or in the future with regard to the obtaining or the releasing ing credit checks, and criminal activity checks.	. from of the
Each Applicant and all adults who will reside	the Unit must complete Credit Report Release.	
PLEASE PROVIDE THE FOLLOWING INFORM	ATION:	
Name:	Date of Birth:	
Social Security #:	Age:	
Address:	Employer's Company Name	
	Address:	
	7	

Applicant Signature

$\frac{K\ \text{YROUS}\ REALTY\ GROUP,\ INC.}{263\ \text{West}\ 38^{\text{th}}\ \text{Street}\ \bullet \text{Suite}\ 15E}\ \bullet \text{New York,}\ \text{NY}\ 10018}$

Phone: 212.302.1500 • Fax: 212.302.3855

362 West Broadway Cooperative Corp.-Letter to Board of Directors

The Board of D 362 West Broad New York, NY	dway Cooperative Corp.	
	362 West Broadway Coo	perative Corp.
Dear Board of I	Directors:	
I (We) have readed 362 West Broad		nd agree to abide by the House Rules for
Signature of Ap	pplicant	Date
Signature of Ap	pplicant	Date