



Dear Condo Owner:

Congratulations on the pending sale of your unit!

The Regency House Condominium Association has a right of first refusal on the sale of all units in the building and has given its Board of Directors responsibility to review information concerning potential buyers in order to make a qualified judgment as to whether to exercise the refusal right.

If the Regency House is to remain a premier residence on Milwaukee's lake front, owners must have the financial capacity to fulfill their obligations for all common charges and assessments. A Buyer Application is required in order to demonstrate the level of financial stability necessary to enable the Association to waive its right of first refusal on the unit.

It is the responsibility of the seller to submit the following to the RHCA Office at least **30 days** prior to the scheduled closing date:

- Completed Buyer Application
- A copy of the Offer to Purchase
- \$150 Processing Fee—to cover the cost of background checks, preparation of documents, and other related costs.

Please note that submitting an incomplete application will delay the approval process.

We thank you for your assistance. Please feel free to contact the RHCA Office with questions at (414) 276-8599.

Sincerely,

RHCA Management Team

Regency House Condominium Association
929 N. Astor Street, Milwaukee, WI 53202
Office: (414) 276-8599 Fax: (414) 276-8536



REGENCY HOUSE CONDOMINIUM ASSOCIATION

BUYER APPLICATION

Current Unit Owner: _____
Unit Owner Contact Number: _____

Unit Number: _____
Closing Date: _____
Sale Price: _____

Please be advised that the R.H.C.A. does not conduct any personal interviews in regards to this application.

PLEASE TELL US ABOUT YOURSELF (Each adult occupant must complete a separate application.)

Name of Unit Owner as it will appear on the deed: _____
Full Name: _____ Other Names Used: _____
Address: _____ City, State, And Zip: _____
Home Telephone #: _____ Cell Phone #: _____
E-mail Address: _____ Date of Birth: _____
Social Security Number: _____ Wisconsin Driver's License #: _____
Current Landlord or Lender: _____ Telephone: _____
Current Amount of Rent or Monthly Mortgage Payment: _____ Length of Residency: _____
Outstanding Balance on Current Mortgage: _____
Have you ever been convicted of a non-traffic related criminal offense? _____ If yes, please explain: _____

List anyone else who will occupy the unit:

Name: _____ SSN: _____ Date of Birth: _____ **
Name: _____ SSN: _____ Date of Birth: _____ **

****If 21 years or older, they must complete a separate application.**

List any pets that will occupy the unit or regularly visit:

Pet(s): _____ Breed(s): _____
Description(s): _____ Weight(s): _____

PLEASE PROVIDE YOUR EMPLOYMENT/INCOME INFORMATION

Employment Status: ☐ Full Time ☐ Part Time ☐ Student ☐ Unemployed ☐ Retired ☐ Self-Employed

Employer Name: _____ Telephone: _____

Address: _____ City, State, Zip: _____

Position Title: _____ Name of Supervisor: _____

How long employed? _____ Monthly Gross Salary: _____ Other Income: _____

Other sources of income: Type: _____ Monthly Amount: _____

Type: _____ Monthly Amount: _____

Type: _____ Monthly Amount: _____

Do you plan to use your home as an office? _____ If yes, please describe your business _____

Will you have clients visiting for business purposes? If yes, please describe _____

What type of insurance do you carry for operating a business out of your home? _____

PLEASE DESCRIBE YOUR CREDIT HISTORY

Have you ever declared bankruptcy? Yes _____ No _____ When _____

Have you ever been evicted from a rental residence or had eviction proceedings filed against you? Yes _____ No _____ When _____

Have you had two or more late rental/mortgage payments? Yes _____ No _____ When _____

Have you ever refused to pay rent when due? Yes _____ No _____ When _____

Please explain any "yes" answers. _____

Banking Accounts:

Name _____ Type of Account _____ Account Number _____

Name _____ Type of Account _____ Account Number _____

Credit Accounts: (auto loans, personal loans, credit cards)

Name _____ Type of Account _____ Account Number _____

Name _____ Type of Account _____ Account Number _____

PLEASE LIST PERSONAL REFERENCES (not an employer or relative)

Name: _____ Phone: _____ Relationship: _____

Address: _____

Name: _____ Phone: _____ Relationship: _____

Address: _____

AUTHORIZATION AND RELEASE

I, _____, the undersigned applicant, authorize the Regency House or its agent to order and review my credit and criminal history and investigate the accuracy of the information contained in the Buyer Application. I further authorize all banks, existing employees, creditors, references and any and all other persons to provide to Regency House any and all information that may be requested with respect to this investigation.

I hereby waive any and all claims, liabilities, or actions which may exist with respect to any such disclosure and forever release all such third parties from any liability with respect to such claims.

I hereby certify that all the information given above is true and correct.

Applicant Name (please print)

Signature

Date



Regency House Condominium Association is committed to providing equal housing opportunities to candidates without regard to race, religion, creed, age, sex, height, weight, marital status, disability unrelated to an individual's ability to perform adequately, national origin citizenship, ancestry, or any other characteristic protected by law.



Unit Selling Policy

Unit Owners who are selling their unit, must follow the following guidelines:

- A completed Buyer Application must be turned in to the office at least 30 days prior to closing.
- The office must be notified of the closing date or any changes to the closing date.
- Full payment for the last month's charges must clear the bank prior to the closing date. This can be accomplished by paying via a cashier's check, submitting payment at least one month in advance, or paying the final month's charges out of escrow at the closing. If the charges are to be paid out of escrow, written documentation from the title company must be provided to the office.