

**Toren Condominium
Homeowner Request for Approval of Prospective Purchaser**

Homeowner Name(s): _____

Toren Apartment #: _____

Request must include all of the following:

Required from Current Owner/Seller:

- Primary Residence Affidavit
- Two Proofs of Primary Residence (as indicated on HPD website)
- Contract of Purchase and Sale

Required from Prospective Purchaser:

- Notarized Purchaser Affidavit re: Household Makeup, Household Income and Primary Residence
- IRS Transcript of Tax Return for Two Most Recent Tax Years
- Two most recent paystubs for each income-earning member of the purchaser household
- Toren Condominium Affordable Unit Application for prospective Purchaser(s)

SEND TO:

NYC Department of Housing Preservation and Development
Homeowner Mortgage Services
100 Gold Street, Room 7-U1
New York, NY 10038
Attention: Peter Donohue

NOTE: Incomplete approval requests will result in a delay of processing.