



WELCOME TO OUR OPEN HOUSE

STEP-BY-STEP CHECKLIST

If you are interested in submitting an application to Belmont Chambers Cooperative, Inc., you may find it helpful to follow the steps below. Please bear in mind however, that the members of Belmont Chambers volunteer to participate in this process and will do their best to move it along as expediently as possible:

- Complete the application and send it to Grant Young, 43 Symphony Rd., Boston, MA 02115.
- Complete the employment verification form and send it to your employer with a request that they return it to Grant Young, 43 Symphony Rd., Boston, MA 02115.
- Complete the bank deposit verification form and send it to your bank with a request that they return it to Grant Young, 43 Symphony Rd., Boston, MA 02115.
- Upon receipt of your application, employment and bank deposit verification forms from your employer and bank, the Belmont Chambers Co-op board will request a credit history from a credit bureau.
- If you meet the basic criteria, a member of the Co-op Membership Committee will call you to arrange an interview. At the interview, you will have an opportunity to talk with members, ask questions, and tour the building. This should take no more than an hour.
- After the interview, a member of the Committee will be available to provide a co-op training session regarding pertinent legal information, Co-op by-laws, the Occupancy Agreement and closing books, and other information.
- After an application is approved by the Membership Committee, it must be approved by the Co-op Board, SART, and the City of Boston.
- A member of the Board will then notify you as to its decision to accept you as a member.
- You will complete a Purchase and Sale questionnaire with the seller.
- The questionnaire will then be used by the Co-op attorney to complete the Purchase and Sale agreement.
- To secure the agreement, you will sign the Purchase & Sale Agreement and submit a non-refundable deposit of approximately \$1,000. This marks the point at which the Co-op agrees to sell you the unit and the you agree to buy it.
- Closing. This is the "Passing of the Papers" when you take possession of the unit.