
FORMS APPENDIX II

The following are basic model forms for structuring a Management Type Cooperative. The forms are subject to revision from time to time and care should be taken to check for the most recent revision before they are used. Where an Investor-Sponsor or Non-Profit Sponsor is used as a vehicle to produce a Management Type Cooperative, different model forms are required during the sponsorship stage. There are variations in the forms necessary to the conversion of an existing property to a cooperative, to insure Supplementary Improvement Loans, and to carry out the provisions of the Section 213 Sales Type Cooperative program, also.

A list of forms which are applicable to each approach is displayed in the Handbook covering their respective instructions.

APPLICATION FOR MORTGAGE INSURANCE

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APPENDIX 2-5

MONTHLY REPORT OF COOPERATIVE PROJECTS

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APPENDIX 2-6

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APPENDIX 2-7

OFF-SITE BOND
(For use in Section 213 Projects)

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MORTGAGOR'S CERTIFICATE

Insurance upon Completion Projects
(Sec. 213 Sales Type and Management Type and
Sections 221(d)(3) and 236 Management Type)

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APPENDIX 2-9

PERMISSION TO OCCUPY

Sections 213, 221(d)(3) and 236 Cooperative Projects

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MORTGAGEE'S CERTIFICATE

(For Use in Sections 213 and 234 Projects and in Management and
Investor-Sponsor Projects Under Sections 221(d)(3) and 236)
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REGULATORY AGREEMENT

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APPENDIX 2-12

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APPENDIX 2-15

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APPENDIX 2-16

MODEL FORM OF ADDITIONAL DOWN PAYMENT AGREEMENT

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APPENDIX 2-18

MODEL FORM OF CERTIFICATE OF INCORPORATION

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APPENDIX 2-19

MODEL FORM OF
CERTIFICATE OF INCORPORATION
For Use in All Management Type Cooperative Corporations
Under Section 213 and Section 221(d)(3)
and
Sales Type Corporations under Section 213 Except
Sales Type Cases Involving Community Facilities

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APPENDIX 2-20

MODEL FORM OF OCCUPANCY AGREEMENT

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MODEL FORM OF SUBLEASE
(For use in Cooperatives under Section 213)

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APPENDIX 2-22

MODEL FORM OF OCCUPANCY AGREEMENT

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APPENDIX 2-23

For Cooperative Housing Projects Under
Sections 213 and 221(d)(3)

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APPENDIX 2-24

ANNUAL OPERATING BUDGET FOR COOPERATIVE HOUSING CORPORATIONS

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APPENDIX 2-24

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APPENDIX 2-25

MODEL FORM OF
INFORMATION BULLETIN

(Section 213 - Management Type - Insurance of Advances
or Insurance Upon Completion)

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APPENDIX 2-26

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MODEL FORM OF BY-LAWS
(For use by Cooperatives in Sections 213,
221 and 236 cases)

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FHA REQUIRED CLOSING INSTRUMENTS

FOR INSURANCE UPON COMPLETION UNDER SECTION 213
(Management and Sales Type Cases)

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APPENDIX 2-30

FINAL ENDORSEMENT - INSURANCE OF ADVANCES
MANAGEMENT AND INVESTMENT SPONSOR TYPE PROJECTS UNDER SECTIONS 213,
221(d)(3) AND 236; SALES TYPE PROJECTS UNDER SECTION 213; AND
CONDOMINIUM PROJECTS UNDER SECTION 234(d)

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APPENDIX 2-31

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APPENDIX 2-31

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APPENDIX 2-32

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APPENDIX 2-33

MODEL FORM OF SALES PRICE CERTIFICATION
(For use in connection with Transfers of Memberships in
Sec. 221(d)(3) cooperative projects)

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APPENDIX 2-34

AGREEMENT FOR COMMENCEMENT OF CONSTRUCTION
PRIOR TO INITIAL ENDORSEMENT

For use in Section 213 projects,
Section 221(d)(3) and Section 236 Management and
Investor-Sponsor Type Projects.

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