

**AMENDMENT FILING FORM**

(Cooperatives, Condominiums, HOAs, Timeshares, & Senior Communities)

Re: \_\_\_\_\_  
(Address of Premises and/or Name of Project)

File No. : \_\_\_\_\_ Amendment No. : \_\_\_\_\_ Plan Filing Date: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Holder of Unsold Shares (if applicable): \_\_\_\_\_

Current Address: \_\_\_\_\_  
(if different from address disclosed in plan)

Individual Attorney's Name: \_\_\_\_\_

Law Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Check whichever are applicable: (Failure to answer all questions will result in amendment rejection).

- Cooperative
- Condominium
- HOA
- Timeshare
- Senior Communities
- Commercial Only
- New Construction
- Rehab
- Vacant
- Loft
- Conversion
- Eviction
- Non-Eviction, since filing date
- Non-Eviction, since Amend. No. \_\_\_\_\_
- Non-Eviction, by this Amend.
- Post-closing amendment has already been filed including all requirements of regulations (e.g., 13 NYCRR § 18.5(f) for coops and 13 NYCRR § 23.5(f) for condos)
- Certified financial statements of income and expense have been provided for the calendar/fiscal year \_\_\_\_\_ 20\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_.
- The last budget contained in the offering plan or any subsequent amendment is for the calendar/fiscal year commencing \_\_\_\_\_ 20\_\_\_\_.
- Check if this is a price change only amendment (e.g., 13 NYCRR § 18.5(d)(1) for coops).

I (We) hereby certify under penalty of perjury that the offering plan or filing for the subject premises as amended by the proposed amendment complies with Article 23-A of the General Business Law and applicable regulations promulgated by the Department of Law.

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

\_\_\_\_\_  
PRINT NAME AND TITLE

- principal of sponsor
- holder of unsold shares

SWORN TO BEFORE ME

THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

## SIGNATURE INSTRUCTIONS:

### **If a Cooperative Offering Plan:**

If the amendment is submitted before consummation, or if the amendment disclosed the events that took place at the closing, the form must be signed by at least one principal of the sponsor. If the amendment is submitted after consummation of the offering, and sponsor has designated a holder of unsold shares, the form must be signed by a principal of the party submitting the amendment (*i.e.*, holders of unsold shares or the sponsor).

### **If a Condominium Offering Plan:**

The form must be signed by at least one principal of sponsor.

### **If an H.O.A. Offering Plan:**

The form must be signed by at least one principal of the sponsor.

### **If a Timeshare Plan:**

The form must be signed by at least one principal of sponsor.

### **If a Senior Community Plan:**

The form must be signed by at least one principal of sponsor.

### **Digital Signatures:**

For digital signatures, the signer must utilize the “Certify with Digital Signature” option to sign the form electronically. If this option is used, the form does not need to be separately notarized.

### **For Wet Ink Signatures:**

For wet ink signatures, the signer must sign before a notary public.