

DATE

NAME
ADDRESS
CITY, STATE

RE: 24535 OWNERS CORP.
APARTMENT ____
SELLER'S NAME to PURCHASER'S NAME

Dear Seller:

We have received a copy of the Contract of Sale by which you have agreed to sell the above apartment. Today, we have forwarded a set of documents to your Purchaser and as soon as they have been completed, returned to us and verified, an appointment for the interview of the Purchaser by the Board of Directors will be scheduled.

In order for us to complete our file, we are enclosing the following documents which require your signature:

Disclosure of Information on Lead-Based Paint. Please respond to sections a and b, sign, date and return.

Transfer Fee Agreement. Sign one copy and return.

Damage Deposit Agreement. Sign one copy and return.

Service Fee Agreement. We perform services for you, and for the cooperative on your behalf. We suggest you provide your attorney with a copy.

Please complete a copy of each of the above agreements and return them to our Long Island office. Papers that are faxed to our office are not acceptable.

If you have any questions, please call Angela Freda at 516/349-0540.

Very truly yours,

ALEXANDER WOLF & COMPANY, INC.

Steven Mirsky
SM/mv
Enclosure(s)