

**ALEXANDER WOLF & COMPANY, INC.**

Providing Service for More Than Forty Years

Please direct all communication  
to our Corporate Headquarters**One Dupont Street, Suite 200****Plainview, NY 11803**

Tel: 516.349.0540

Fax: 516.349.7751

www.alexanderwolf.com

Legal Dept Fax:

516.719.0096

**Procedural Requirements for financing, refinancing, or Home Equity  
financing by a shareholder at 24535 OWNERS CORP.**

1. The enclosed Application for Refinancing must be completed and returned;
2. Photocopy of loan application;
3. Photocopy of Commitment Letter (signed by all parties);
4. Aztech Recognition Agreement in triplicate. Only this form is acceptable. All must contain original bank and borrower signatures and bank address for notice when submitted;
5. A letter from the applicant stating whether there is presently any financing on the unit, the amount, terms, and whether such financing will be satisfied in full or in part upon the closing of the new financing;
6. Where existing financing will not be fully satisfied upon closing of proposed financing, a letter from first mortgagee stating their awareness of and consent to the proposed financing;
7. A check in the amount \$525.00 payable to Alexander Wolf & Company, Inc. representing the processing fee. Please note that this fee is not refundable.

Once all of the above have been compiled, please mail to:

Alexander Wolf & Company, Inc.  
1 Dupont Street, Suite 200  
Plainview, NY 11803-1604  
Attn: Legal Department

Additionally, please note for all financing applications that a fee of \$125.00 per lender, appraiser, or similar questionnaire completed by our office on your behalf, will be billed to your maintenance account. These fees are not refundable and must be paid with your maintenance payment, or may be paid prior to your maintenance payment.

Please note that all maintenance charges must be current prior to the Board of Directors considering the request for financing. Please allow a minimum of 3 – 4 weeks time between submissions of all requested materials to the managing agent and closing. All materials must be reviewed by the managing agent, prepared by the managing agent for delivery to the Board of Directors, reviewed by the Board and returned to the managing agent (if approved by the Board). This process normally takes at least three to four weeks.

24535 OWNERS CORP.

APPLICATION FOR REFINANCING

UNIT NO. \_\_\_\_\_

OWNERS NAMES (1) \_\_\_\_\_ ADDRESS: 1) \_\_\_\_\_

(2) \_\_\_\_\_ 2) \_\_\_\_\_

PHONE DAY \_\_\_\_\_

NIGHT \_\_\_\_\_

SOCIAL SECURITY # (1) \_\_\_\_\_ SOCIAL SECURITY # (2) \_\_\_\_\_

EMPLOYMENT (Last 5 Years) (For All Owners)

| DATES      | NAME & ADDRESS OF BUSINESS | ANNUAL EARNINGS | POSITION | PHONE |
|------------|----------------------------|-----------------|----------|-------|
| FROM<br>TO |                            |                 |          |       |
| FROM<br>TO |                            |                 |          |       |
| FROM<br>TO |                            |                 |          |       |

REFERENCES

BANK \_\_\_\_\_ ADD. \_\_\_\_\_ PHONE \_\_\_\_\_

PERSONAL \_\_\_\_\_ ADD. \_\_\_\_\_ PHONE \_\_\_\_\_

REASONS FOR FINANCING OR REFINANCING

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OWNER(s) signatures (1) \_\_\_\_\_

(2) \_\_\_\_\_

DATE: \_\_\_\_\_

AUTHORIZATION FOR CREDIT CHECK: SIGNATURE (1) \_\_\_\_\_

(2) \_\_\_\_\_