

DATE

NAME

ADDRESS

CITY, STATE, ZIP

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

Dear Purchaser:

We have received a copy of the Contract of Sale by which you have agreed to purchase the shares pertaining to the above apartment. In order for us to prepare our file for submission to the Board of Directors so your review and/or interview can be scheduled, we are enclosing the following:

- 1) Application for Approval of Sale of Shares and Affidavit as to Net Worth and Income. Complete both forms and have your signature notarized where required. Return the completed forms with:
 - a. Three letters of personal reference, three letters of business reference, a letter from your employer stating your position, prospects and salary, a letter of reference from your current landlord or managing agent, a copy of your last income tax return, complete, signed and dated with all schedules and W2 forms attached.
 - b. Where you have listed assets, we will require a Statement of Verification from the source. All assets listed must be verified. In most cases, a photocopy of the most recent account statement for each account listed will suffice. Please note that ATM slips are not acceptable.
- 2) Please execute one copy of each of the following and return with the above forms. One additional copy of provided for your records.

Disclosure of Information of Lead-Based Paint. Please initial sections c & d, check your response to section e, sign, date and return.

Damage Deposit Agreement

Annual Notice for Prevention of Lead-Based Paint Hazards

Service Agreement. We perform services for you, and on your behalf for the cooperative. Please return this form with the required fee.

Receipt of House Rules

Contact Information Form.

Receipt of Emergency Preparedness Guide.

Special House Rules Addendum

Receipt of Amendment to Proprietary Lease

Pet Registration Form

Assumption of Structural Alterations Agreement

Bedbug Infestation History

When your lending institution has issued the loan commitment, we will require a signed copy and a copy of the loan application, and three originals of the AZTECH form of Recognition Agreement. Please be certain to arrange for your attorney to mail a photocopy of the UCC, judgment and lien search to my attention in our Plainview office. If you are obtaining any grant(s) in conjunction with your purchase, you must provide our office with a copy of the grant award letter(s), as well as three original AZTECH form recognition agreements, with respect to each proposed grant. These materials must be submitted with your share purchase application, so they may be reviewed by our office and considered by the Board of Directors.

We are also enclosing a set of informative letters and notices that have been distributed previously to all owners. Additionally, enclosed please find a Notice Disclosing Tenants' Rights to Reasonable Accommodation for Persons with Disabilities. Also enclosed, please find the Flood History and Risk Lease Notice to Residential Shareholders/Tenants.

When all of the above have been received at our Long Island office, reviewed and verified, we will send your file to the Board of Directors and your review and/or interview will be scheduled. Papers that are faxed to our office are not acceptable. Please note that from the date a 100% application packet is delivered to our office it will take approximately seven business days for the packet to be processed and prepared for submission to the Board of Directors.

If you have any questions, please call Valerie Cusano or Lisa Pietropaolo at 516/349-0540.

Very truly yours,

ALEXANDER WOLF & CO., INC.

Enclosures