

DATE

NAME
ADDRESS
CITY,STATE, ZIP

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

Dear Seller:

We have received a copy of the Contract of Sale by which you have agreed to sell shares pertaining to 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 review and/or 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

Damage Deposit Agreement. Please return with the required fee.

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 Valerie Cusano or Lisa Pietropaolo at 516/349-0540.

Very truly yours,

ALEXANDER WOLF & COMPANY, INC.

Enclosures