

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

RE: 24535 OWNERS CORP.

APT: _____

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Every purchaser of any interest residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (Check (i) or (ii) below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) _____ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller (Check (i) or (ii) below):

(i) _____ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) _____ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Purchaser's Acknowledgement (initial)

(c) _____ Purchaser has received copies of all information listed above.

(d) _____ Purchaser has received the pamphlet *Protect Your Family from Lead in Your Home*.

(e) _____ Purchaser has (check (i) or (ii) below):

(i) _____ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

(ii) _____ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.


Agent's Acknowledgement (initial)

(f) _____ Agent has informed the Seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Seller	_____ Date	_____ Seller	_____ Date
_____ Purchaser	_____ Date	_____ Purchaser	_____ Date
24535 Owners Corp. by Alexander Wolf & Co., Inc. as Managing Agent			
_____ Agent	_____ Date	_____ Agent	_____ Date

By 

Steven Mirsky, Vice President

TRANSFER FEE AGREEMENT

24535 OWNERS CORP.
c/o Alexander Wolf & Company, Inc.
One Dupont Street
Plainview, NY 11803

RE: APARTMENT _____

Gentlemen:

I/we have been advised of an Amendment to the Proprietary Lease and By-Laws approved by the stockholders of 24535 Owners Corp. at a meeting called for this purpose held on October 10, 1995. The amendment provided for a Transfer Fee of \$5.00 per share to be charged to the Seller of shares at the time of the closing.

I/we agree that at the time of the closing of title of the above apartment to deliver to the representative of the cooperative corporation in attendance therat a certified check or bank check directly payable to 24535 Owners Corp., the sum of \$_____ representing the aforesaid Transfer Fee as a condition to the closing which shall not take place unless the fee has been paid in full in the manner prescribed.

Very truly yours,

DATE: _____

DAMAGE DEPOSIT AGREEMENT
MOVE IN/OUT

24535 OWNERS CORP.
c/o Alexander Wolf & Company, Inc.
One Dupont Street
Plainview, NY 11803

RE: Apartment : _____

I/We have been advised that the Board of Directors of 24535 Owners Corp. requires the deposit of \$250 by certified or bank check, to be paid by each party for the move-in and move-out respectively, to indemnify the corporation against any loss which may be sustained resulting from damage to the building or its property in connection with my/our move.

It is understood that I am to arrange an inspection of the premises by the superintendent of the building immediately after the completion of my move and if damage has occurred, I agree that the cost of repairs will be deducted from my deposit and the balance, if any, shall be refunded to me/us within 14 days of my returning this completed form. If there is no damage, the deposit will be refunded in full. If there is damage which exceeds \$250, I/we will pay the amount of all additional damages within ten (10) days of receipt of notification by the corporation of the amount due.

In order to secure my/our refund, if any, a copy of this form and the attached elevator inspection form signed by the superintendent, must be returned to the office of the Managing Agent by the party moving.

Note also that there is absolutely no move into or out of the building after 5PM Monday-Friday, and absolutely no moves can occur Saturdays or Sundays. Anyone who appears at the building after 5PM will be turned away

Very truly yours,

MOVING PARTY

MOVING PARTY

Date: _____

New address: _____

NOTE: THE MANAGING AGENT MAY NOT REFUND THE DAMAGE DEPOSIT TO ANY PARTY UNTIL BOTH THE DAMAGE DEPOSIT AGREEMENT AND ELEVATOR INSPECTION FORM COMPLETED BY THE SUPERINTENDENT AND RETURNED TO THE OFFICE OF THE MANAGING AGENT BY THE SHAREHOLDER OR SUBTENANT.

TO BE COMPLETED BY THE SUPERINTENDENT AFTER MOVE-OUT OR MOVE-IN:

THE MOVE-OUT/MOVE-IN (CIRCLE ONE) OF THE ABOVE APARTMENT HAS TAKEN PLACE ON _____ (DATE) AND (CHECK ONE):

() NO DAMAGE HAS OCCURRED TO THE COMMON AREAS.

() THE FOLLOWING DAMAGES HAVE OCCURRED TO THE COMMON AREAS:

Superintendent

Date

SERVICE AGREEMENT

DATE

SELLER
ADDRESS
CITY,STATE,ZIP

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

Dear Seller:

We have been advised of your intention to sell the stock pertaining to the above apartment. As Managing Agent of your Cooperative, we perform the following services for you:

- 1) Review of the Contract of Sale to ensure that in form and content, it complies with the requirements of the Cooperative.
- 2) Conferences with the attorneys for both Seller and Purchaser.
- 3) Preparation of the following documents:
 - a. Cancellation of Seller's Stock Certificate, purchase New York State Stock Transfer Tax Stamps (at Seller's expense of five cents per share. Please pay by separate attorney's, bank, or certified check only. A personal check cannot be accepted).
 - b. Authorization and approval of sale by the Cooperative.
 - c. Such additional certification as may reasonably be required.
- 4) Verification of payments of maintenance and assessments to date of closing.
- 5) Attendance at closing and verification of all documents.

Page two

Please bring your photo driver's license to the closing for identification purposes. This is a condition of closing.

For services rendered, a fee of (\$) dollars will be paid to Alexander Wolf & Company, Inc. at the time of the closing. This must be paid by attorney's, bank, or certified check only. No personal checks will be accepted. Be advised that this is a condition of closing.

Please note that you may also be billed at closing for messenger services which we may incur in transporting documents to and from the Board of Directors.

Please indicate your acceptance and approval in the space provided below and return a copy of this agreement to the undersigned.

Very truly yours,

ALEXANDER WOLF & COMPANY, INC.

APPROVED AND CONSENTED TO:

DATED: _____

PLEASE ADVISE YOUR ATTORNEY OF THE FOLLOWING:

As the average closing can be completed within the period of one (1) hour, should this time frame be exceeded, the Managing Agent shall bill and collect from the parties at the closing, an additional fee of fifty (\$50) dollars for each additional one half hour or part thereof.

Also, please advise your attorney that this closing must be scheduled to take place in the offices of the Managing Agent, located at One Dupont Street, Suite 200, Plainview, NY 11803-1604.

Page three

All outstanding maintenance, assessment, and other charges on your maintenance bill to be paid on the date of closing MUST be paid by either certified, bank, or attorney's check, or by money order. All sums due to the Cooperative Corporation and Alexander Wolf & Company, Inc. MUST BE DIRECTLY PAYABLE to these entities. Any checks which are payable to any party and endorsed to the Cooperative Corporation or Alexander Wolf & Company, Inc. WILL NOT BE ACCEPTED and will result in the closing being adjourned.

In the event that the closing is adjourned to a later date after it has commenced, or if the parties do not give the Managing Agent at least three (3) business days advance notice of the postponement of a scheduled closing, the Managing Agent shall charge and collect at the adjourned closing, at the reconvening, or if not reconvened, at any time thereafter, an additional fee of three hundred fifty (\$350) dollars from the party responsible. If responsibility cannot be determined, the parties to the Contract of Sale shall divide the fee and each pay one-half of the three hundred and fifty (\$350) dollar fee. This fee shall be over and above the closing, processing, overtime or any other fees charges by the Managing Agent.

Where Powers of Attorney are to be used at the closing, copies of the fully executed Powers of Attorney must be presented to the office of the Managing Agent a minimum of two weeks in advance of your closing date. Also, you must present your original Stock Certificate and original Proprietary Lease with all original Assignments, Assumptions and Consents (a full chain of ownership) at the time of closing. In the event that you have a cooperative loan secured by the Stock Certificate and Proprietary Lease, we recommend that you suggest to your attorney that he contact your lender at least two weeks prior to the closing date. Your attorney should inform your lender of the impending sale, and that you will require the Stock Certificate, Proprietary Lease, and a Payoff letter to be presented at the closing. This request by your attorney should also be made in writing.

This procedure is recommended because many lending institutions file documents in vaults at various locations for safekeeping. These institutions nearly always require advance notice to make such documents available at the closing.

If you or your lender do not have the original Stock Certificate, original Proprietary Lease or any original part of the chain of ownership for presentation at closing, the Managing Agent must be advised at least ten (10) days prior to the closing, in writing. Failure to conform to these steps will result in the closing being adjourned at your expense.

By proceeding in this manner, you can minimize the possibility of the closing being adjourned for failure to provide the documents necessary for transfer of ownership to your Purchaser.

Please note that entry to our office building is not handicap accessible. If this will prevent you from personally attending the closing, please have your attorney discuss with our Legal Department far in advance of the proposed closing, so that arrangements to accommodate can be addressed timely.