



REAL ESTATE

Charles H. Greenthal Management

Four Park Avenue • Third Floor • New York, NY 10016-5339

Telephone: 1(212) 340-9300

FAX: 1(212) 447-1667

FINANCING/REFINANCING/LINE OF CREDIT REQUIRMENTS

**32 Gramercy Park Owners Corp.
32 Gramercy Park South
New York, NY 10003**

PLEASE PROVIDE ONE FULLY COMPLETED PACKAGE TO THE TRANSFER AGENT, ELLA GABAY, C/O CHARELS H. GREENTHAL MANAGEMENT CORP., 4 PARK AVENUE, NEW YORK, NY 1006 WITH THE NECESSARY FEES, TOGETHER WITH A COPY SENT AS A PDF FILE TO egabay@greenthal.com.

The following documents are to be submitted if you are financing a new loan/mortgage or refinancing your current loan/mortgage for a higher amount or a higher monthly carrying cost.

1. Copy of Loan Application
2. Copy of Commitment Letter
3. Copy of Appraisal Report
4. Credit Report Authorization Form (enclosed)
5. Proof of Current Mortgage Balance
6. Employment Reference Letter, stating salary, position held, length of employment
7. Financial Statement (enclosed), together with a letter from both the applicants and their CPA or Attorney stating that this form accurately represents the financial position of the applicant
8. Federal Tax Returns with W2 form for the past two (2) years
9. Bank Reference Letter, stating type of account, amount in account, date of establishment
10. Applicants are required to provide a statement indicating what percentage of their monthly income would be applied for maintenance and mortgage payments, at the onset of the new mortgage/refinance/home equity line of credit
11. Proof of Home Owners Insurance with a minimum of liability of \$300K and \$250K for damage to property. Additionally, the policy must also include 32 Gramercy Park Owners Corp. and Charles H. Greenthal Management as additional insured
12. Three (3) Original Aztec Recognition Agreements (executed by the applicant and the bank)

MEMBERS OF THE WEST GROUP OF COMPANIES

The Charles H. Greenthal Group Inc. • Charles H. Greenthal Management Corp. • Charles H. Greenthal Commercial Corp.
Charles H. Greenthal Residential Rentals • Greensboro N.C., Associates
West Properties, Inc. • Westampa Co. • Lilton, LLC, FL

www.greenthal.com

If refinancing for a lower amount or same amount and lower interest rate with a lower monthly carrying cost, the following documents are required.

1. Copy of Loan Application
2. Copy of Commitment Letter
3. Copy of Appraisal Report
4. Proof of Current Mortgage Balance
5. Proof of Home Owners Insurance with a minimum of liability of \$300K and \$250K for damage to property. Additionally, the policy must also include 32 Gramercy Park Owners Corp. and Charles H. Greenthal Management as additional insured
6. Three (3) Original Aztec Recognition Agreements (executed by the applicant and the bank)
7. Applicants are required to provide a statement indicating what percentage of their monthly income would be applied for maintenance and mortgage payments, at the onset of the new mortgage/refinance/home equity line of credit

FEES:

\$500.00 Processing Fee payable to Charles H. Greenthal Management Corp.

\$50.00 TRW Credit Fee (per person) payable to Charles H. Greenthal Management Corp. (applicable only if financing for a greater amount than current mortgage)

NOTE:

Please submit ONE (1) original and SEVEN (7) copies along with all the necessary checks.

Please note maximum financing allowed is 80% of the appraised value of the apartment.

All documents must be submitted to Charles H. Greenthal Management Corp., 4 Park Avenue, NY, NY 10016 to the attention of Ella Gabay.

Insurance
to be
Purchased
By Lessee

(d) Lessee shall, at the Lessee's sole cost and expense, obtain and keep in full force and effect throughout the term of this lease (1) comprehensive public liability and property damage insurance against any and all claims for personal injury, death or property damage (including, but not limited to, loss due to water damage) occurring in, upon, or from the apartment or any part thereof, naming the Lessor and the Lessor's managing agent as additional named insureds, and with a minimum limit of liability of \$300,000 for bodily injury or death arising out of one occurrence, and \$250,000 for damage to property, and (2) tenant's property damage insurance in respect of property damage occurring in, upon or from the apartment or building or any part thereof (including, but not limited to loss due to water damage). The Directors of Lessor may, from time to time, establish such other minimum limits of liability and types of insurance to be obtained by Lessee as it deems appropriate in its sole discretion. The insurance required herein shall be written by good and solvent insurance companies of recognized standing, admitted and licensed to do business in the State of New York. Upon ten (10) days' written notice from the Lessor, the Lessee shall deliver to the Lessor either a duplicate original or the aforesaid policies or certificates evidencing such insurance. The failure of the Lessee to obtain and maintain, throughout the term of this lease, the insurance required above shall be a default under this lease.

FINANCIAL STATEMENT

Name: _____

Address: _____

The following is submitted as being a true and accurate statement of the financial condition of the undersigned on the ____ day of _____, 20__.

Assets:

Totals of cash in banks CMA's, CD's etc (see Schedule A)	\$ _____
Securities (see Schedule B)	\$ _____
Real Estate (see Schedule C)	\$ _____
Pension Funds (see Schedule D)	\$ _____
Life Insurance: Cash Surrender Value (see Schedule E)	\$ _____
Escrow deposit on apartment	\$ _____
Other Assets (see Schedule F)	\$ _____
TOTAL ASSETS.....	\$ _____

Liabilities:

Mortgages payable (see Schedule C)	\$ _____
Other Liabilities (see Schedule G)	\$ _____
TOTAL LIABILITIES	\$ _____

NET WORTH (excess of assets over liabilities)... \$ _____

Income:

Salary (or earned income)	\$ _____
Dividends & Interest	\$ _____
Other (see Schedule H)	\$ _____
TOTAL INCOME.....	\$ _____

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

A. Cash, Bank, Money Fund, CD, CMA, or other

Name, Address	Type of Account	Cash Balance

B. Securities

Description of security	No. of shares	Market Value

C. Real Estate

Location of Property	Market Value	Mortgage Balance

D. Pension Funds

Description	Amount

CSI

**CREDIT SEARCH INTERNATIONAL
P.O. BOX 308
POUND RIDGE, N.Y. 10576**

I hereby authorize Credit Search International to conduct inquiries concerning my credit history with any of the credit bureaus used by the above named organization for the purpose of verifying information on me for my Rental/Finance/Sale of Coop/Condo.

Authorized Signature SS# _____

Authorized Signature SS# _____

The signatures of all applicants are required.

CASH FLOW STATEMENT

Please use a form, similar to that set forth below to indicate your cash flow on a monthly basis.

INCOME:

Salary	\$ _____
Dividends	_____
Income	_____
Other (Specify)	_____
TOTAL INCOME	\$ _____

EXPENSES:

<u>Taxes</u>	
Federal	\$ _____
State & Local	_____
PROP.	_____
<u>Co-op</u>	
Co-op Maintenance	\$ _____
Co-op Loan	_____
<u>Other</u>	
Other Indebtedness	\$ _____
Food	_____
Clothes	_____
Utilities	_____
Telephone	_____
Insurance Car, medical & personal	_____
Medical	_____
Transportation Parking	_____
Entertainment	_____
Travel	_____
Miscellaneous	_____
TOTAL EXPENSES	\$ _____
Savings Per Month	\$ _____

NOTE: PLEASE INDICATE ALL ASSUMPTIONS BY FOOTNOTE.