



REAL ESTATE

Charles H. Greenthal Management

Four Park Avenue - Third Floor • New York, NY 10016-5300

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LINCOLN PLAZA TENANTS CORP.
44 WEST 62ND STREET
NEW YORK, NEW YORK

REQUIREMENTS FOR THE TRANSFER OF APARTMENTS

1. Purchase application, completed and signed.
2. Contract of Sale, fully executed and dated by all parties.
3. Lead paint disclosure form executed by seller(s), purchaser(s) and agent(s).
4. Letter from present landlord or managing agent.
5. Letter from employer(s) stating job function and annual salary. If self-employed and your business constitutes a significant part of your income and personal net worth, a letter from your accountant setting forth the business net worth and assets.
6. Letter from bank(s) stating type of account, account number(s) and amount on deposit dollars.
7. Net Worth Statement. Use enclosed form which must be notarized and signed by all applicants, showing a listing of all assets (e.g. real estate, stock, bonds and present market value, etc.).
8. Past two (2) years 1040 complete tax returns with schedules and W-2's. If self-employed, please provide copies of checks (front and back) for payment of federal taxes in lieu of W-2 forms.
9. Four (4) personal letters of reference.
10. If apartment is being financed, you also need the following which the bank will provide
 - a) Three (3) original recognition agreement forms (1973 Aztech form only, **NO COPIES NEEDED**)
 - b) Copy of the commitment letter
 - c) Copy of the loan application
11. Document use of any funds from any proposed financing, including the repayment of existing debts.
12. List of all debts, including those you anticipate incurring in the coming year, listing amount, payee and payment schedule.
13. Credit check consent form (**JUST THE ORIGINAL/NO COPIES NEEDED**)

(cont'd)

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 Sales Corp. • Charles H. Greenthal Residential Rentals • The Cooperative Capital Group
Greenthal West Residential Sales Corp. • Greensboro, N.C. Associates • West Properties, Inc. • Greenthal Capital Corp.
Greenthal Realty Partners, L.P. • BWJ Advertising Inc. • Westampa Co.

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LINCOLN PLAZA TENANTS CORP. / 44 WEST 62ND STREET
TRANSFER REQUIREMENTS



14. Signed form agreeing to abide by house rules (enclosed).
(JUST THE SIGNATURE PAGE)
15. Apartment alteration guidelines (form enclosed).

CERTIFIED CHECK ONLY

16. A check payable to Charles H. Greenthal Management in the amount of \$200.00 which is an application fee.
(NON REFUNDABLE)
17. A check payable to Charles H. Greenthal Management for a credit check, the fee is \$60.00 per person (NON-REFUNDABLE).

Eight (8) copies plus the originals (9 in total) of all papers are required by Charles H. Greenthal Management for submission to the Board of Directors. you must have all copies made into individual collated sets. All copies must be completely legible. Any application received with copies that are not legible or incomplete will be **returned to sender**.

After a complete package is reviewed and appropriate references are verified by this office and a credit report is received on the applicant, the package will be submitted to the Board of Directors and a personal interview will be arranged. You will be notified of the Board's decision after the next Board meeting. Upon notification, you may schedule a closing no earlier than **one week** from the time approval is granted, with the closing department of Charles H. Greenthal Management.

A judgement and lien search of both purchaser(s) and seller(s) is required by the Board of Directors prior to closing. The fee for such search will be borne proportionately by both parties to the sale.

Please see attached letter regarding the **NON-REFUNDABLE** fee for move-in and move-out. You will also be required to pay a **REFUNDABLE** move-in /move-out fee of \$200.00 at closing.

Attached is a copy of the current House Rules which the purchaser should read and be familiar with prior to the interview.

Any alteration to the apartment must be approved by the Corporation in advance.

SPECIAL NOTE: LINCOLN PLAZA TENANTS CORP. CABLE IS SUPPLIED BY LIBERTY CABLE. KINDLY SEE SUPERINTENDENT FOR FURTHER INSTRUCTIONS.

YOU MUST BE A TENANT SHAREHOLDER FOR ONE (1) YEAR BEFORE APARTMENT CAN BE SOLD.

YOU MUST BE A TENANT SHAREHOLDER FOR TWO (2) YEARS BEFORE APARTMENT CAN BE SUBLET.



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Transfer Requirements

SPECIAL NOTE:

- **Lincoln Plaza Tenants Corp. cable is supplied by Liberty Cable, kindly see Superintendent for further instructions.**
- **You must be tenant shareholder for one year before apartment can be sold.**
- **You must be a Shareholder for two (2) years before apartment can be sublet.**