



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

**54 WEST 16TH STREET APARTMENT CORP.
54 WEST 16TH STREET
New York, NY 10011**

PAPERS NEEDED WHEN FINANCING OR REFINANCING AN APARTMENT
HOME EQUITY LINES REQUIRE SECTIONS I & II

- I. If you are refinancing for an amount equal to or less than the current balance on your loan and the monthly payments do not exceed your current payment, the following papers are required (1 COPY):
1. Copy of new bank commitment letter and loan application.
 2. A copy of mortgage statement (if there is a outstanding loan), with evidence of present principal balance, interest rate and monthly payment.
 3. A copy of the Appraisal Report prepared by an institutional lender.
 4. **THREE (3) ORIGINAL RECOGNITION AGREEMENT (AZTECH FORMS ONLY).**
 5. A check to Charles H. Greenthal Management in the amount of \$500.00 for processing, **non-refundable**
- II. If you are refinancing a greater amount than the present balance on your original loan, or your new loan will require monthly payments larger than your existing loan, then the following papers are required (1 COPY):

1 through 5 of the above, plus the following:

6. Net Worth Statement, fully completed, and executed by applicant(s) with verification.
7. Copies of proceeding two years tax returns, with W'2 form attached.
8. A copy of your credit report from your bank.
9. Letter from employer stating job function and confirming salary.
10. A detailed letter outlining reasons for refinancing and purpose for the additional cash.
11. A check to Charles H. Greenthal Management in the amount of \$500.00 for processing, **non-refundable.**

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

SPECIAL NOTE:

* **Financing Policy:** 75% MAXIMUM FINANCING

The above information is to be sent to Charles H. Greenthal Management at:
Four Park Avenue, 3rd floor, New York, NY 10016. Attention: Closing Department.

One (1) copy plus the original. Two (2) in total are required by CHARLES H. GREENTHAL MANAGEMENT for submission to the Board of Directors. You must have all copies collated individually into sets.

NOTE: THE BOARD WOULD LIKE YOU TO CONSIDER THE ENVIRONMENT BEFORE MAKING COPIES.

PACKAGES RECEIVED INCOMPLETE OR WITHOUT THE REQUIRED COPIES WILL BE RETURNED TO THE SENDER.
ALL ACCOUNTS **MUST BE CURRENT IN ORDER** TO REFINANCE.



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Tips for expediting your refinance* request:

*Including new financing and home equity lines of credit

1. **Read all instructions carefully.**
If you have any questions, feel free to contact our office.
2. **Be sure your package is complete.**
These requirements are set by your Board of Directors and cannot be waived by the managing agent.
3. **If a financial statement is required,** verification of your assets must be included.
All assets must be documented and all figures listed on the statement should match the accompanying verification.
4. **If tax returns are required,** you must submit all pertinent W2s, 1099s, K1s, etc.
5. **Incomplete packages may cause a significant delay in processing your application.**
A package cannot be sent to the Board until it is complete.

The Closing Department of Charles H. Greenthal Management is available to assist you. Feel free to contact our office with any questions.

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Charles H. Greenthal Residential Sales Corp. • Charles H. Greenthal Residential Rentals • Greensboro N.C., Associates
West Properties, Inc • BWJ Advertising Inc. • Westampa Co. • Lilton, LLC, FL

FINANCIAL STATEMENT

Name: _____

Address: _____

Assets:

Total 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: _____

FINANCIAL STATEMENT: Supplementary Schedule

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

FINANCIAL STATEMENT: Supplementary Schedule

E. Life Insurance

Beneficiary, Insurance Co.	Cash Surrender Value

F. Other Assets

Description	Amount

G. Other Liabilities

Description	Amount

H. Other Income

Source of Income	Amount

SPECIAL NOTE

SOCIAL SECURITY NUMBERS AND
ACCOUNT NUMBER SHOULD BE BLOCKED
OUT ON ALL COPIES OF THE
APPLICATION PACKAGE ONLY.

ORIGINAL PACKAGE INTENDED FOR THE
TRANSFER AGENT SHOULD INCLUDE
SOCIAL SECURITY AND ACCOUNT
NUMBERS.