

**THE OPERA OWNERS, INC.**

**Finance/Refinance/Home Equity Line of Credit Loan**

In response to your recent request regarding a cooperative loan or to take out a home equity loan, please be advised that the Board of Directors requires that certain financial information be provided for its review:

**Requirements: Maximum of 75% of Appraised Value**

1. Finance/Refinance/Home Equity Form **filled out and signed** (*attached*);
2. Copy of loan Commitment letter or line of credit approval letter;
3. Original Aztech Recognition Agreement *signed* by shareholder and lending institution, (in triplicate);
4. Copy of Appraisal Report;
5. Copy of current monthly mortgage payment statement;
6. Application processing fee - \$350.00 made payable to **Halstead Management Company, LLC.**
7. Credit Report fee - \$120.00 made payable to **Halstead Management Company, LLC.**

**One (1) original and Two (2) collated copies of the complete package must be submitted to:**

**Attn: Tajuana Sheppard  
Halstead Management Company, LLC  
770 Lexington Avenue, 8<sup>th</sup> Fl.  
New York, NY 10065**

**If your principal amount and monthly payments are higher then the current monthly payments then ALSO please include the following and eight (8) collated copies including the above-mentioned requirements:**

1. Complete last years tax returns (including W-2's);
2. Credit report release form (*attached*); and
3. Financial statement with verification of assets listed (*attached*).

**PLEASE NOTE THAT THE LOAN RATE LOCK EXPIRATION DATE SHOULD NOT BE LESS THAN THIRTY (30) DAYS WHEN SUBMITTED TO THE BOARD OR IT WILL NOT BE ACCEPTED.**

**Incomplete packages will not be accepted. Packages received out of the proper order will be subject to an additional \$100 processing fee.**

***No closing may be scheduled until the Board approves the application and the recognition agreements are returned to the shareholder fully executed and sealed.***

Apartment Number:

Date Submitted:

Applicant(s):

**Income and Cash Flow Statements**

| Sources of Income, Last Year                | Applicant | Co-applicant |
|---|-----------|--------------|
| Name:                                       |           |              |
| Base Salary                                 |           |              |
| Overtime Wages                              |           |              |
| Bonus and Commissions                       |           |              |
| Dividends and Interest Income               |           |              |
| Real Estate Income (Net)                    |           |              |
| Other Income                                |           |              |
|   |           |              |
|   |           |              |
|   |           |              |
| <b>Total</b>                                |           |              |
| <b>Combined Total:</b> <input type="text"/> |           |              |

| Sources of Income, Current Year             | Applicant | Co-applicant |
|---|-----------|--------------|
| Name:                                       |           |              |
| Base Salary                                 |           |              |
| Overtime Wages                              |           |              |
| Bonus and Commissions                       |           |              |
| Dividends and Interest Income               |           |              |
| Real Estate Income (Net)                    |           |              |
| Other Income                                |           |              |
|   |           |              |
|   |           |              |
|   |           |              |
| <b>Total</b>                                |           |              |
| <b>Combined Total:</b> <input type="text"/> |           |              |

| Projected Average Monthly Expenses for the coming year | Combined |
|--|----------|
| Maintenance  |          |
| Apartment Financing                                    |          |
| Other Mortgages  |          |
| Taxes  |          |
| Bank Loans   |          |
| Auto Loans   |          |
| Other  |          |
|  |          |
|  |          |
|  |          |
| <b>Total</b>   |          |









**THE OPERA OWNERS, INC.  
2166 BROADWAY  
NEW YORK, NY 10024**

**REFINANCING FORM**

Name of Shareholder(s): \_\_\_\_\_

Phone No.: \_\_\_\_\_

Premises: \_\_\_\_\_

Apartment No.: \_\_\_\_\_

Name of Current Lender: \_\_\_\_\_

Amt. of Current Loan: \_\_\_\_\_

Current Loan Int. Rate: \_\_\_\_\_

Current Mo. Payments: \_\_\_\_\_

Name of New Lender: \_\_\_\_\_

Amt. of New Loan: \_\_\_\_\_

New Loan Interest Rate: \_\_\_\_\_

New Mo. Payments: \_\_\_\_\_

Original Purchase Price: \_\_\_\_\_

I/We understand that approval from Board of Directors in the form of a Recognition Agreements is conditioned upon the prior or simultaneous satisfaction of my/our exiting lien on my/our Shares and Lease held by: \_\_\_\_\_ ("Bank"). Proof of such satisfaction (in the form of a payoff letter and a copy of UCC-3) will be delivered to the Corporation do closing department, immediately after my/our closing.

This form must be executed by all parties named on the stock certificate and Proprietary Lease allocated to the above mentioned apartment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature



**CREDIT CHECK AUTHORIZATION**

**Applicant:** \_\_\_\_\_ **S.S.#** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Co-Applicant:** \_\_\_\_\_ **S.S.#** \_\_\_\_\_ **DOB:** \_\_\_\_\_

In connection with my application to rent or purchase an apartment, I/we authorize Halstead Management Company, LLC, on behalf of the building owner, to engage a consumer reporting agency to conduct a background search. I/We warrant that all information I/we have provided is true. I/We authorize verification of all information in the application, agree to provide any additional information requested by the building owner or its agents, and understand that false or incomplete information may be grounds for rejection.

I/We understand that the results of such investigation and its conclusions may be used by the building owner and its agents to review my/our application.

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**NOTICE UNDER NYCACS 20-808**

The application information provided by you may be used to obtain a tenant screening report; the name and address of the consumer reporting agency or agencies that will be used to obtain such report is/are:

CoreLogic SafeRent

4 First American Way  
Santa Ana, CA 92707  
800-426-1466

Pursuant to federal, state and local law:

1. If the Landlord takes adverse action against you on the basis of information contained in a tenant screening report, Landlord must notify you that such action was taken and supply you with the name and address of the consumer reporting agency that provided the tenant screening report on the basis of which such action was taken;
2. If any adverse action is taken against you based on information contained in a tenant screening report, you have the right to inspect and receive a free copy of that report by contacting the consumer reporting agency;
3. Every tenant or prospective tenant is entitled to one free screening report from each national consumer reporting agency annually, in addition to a credit report that should be obtained from [www.annualcreditreport.com](http://www.annualcreditreport.com); and
4. Every tenant or prospective tenant may dispute inaccurate or incorrect information contained in a tenant screening report directly with the consumer reporting agency.

**AGREED AND UNDERSTOOD:**

Applicant: \_\_\_\_\_ Dated: \_\_\_\_\_

Co-Applicant: \_\_\_\_\_ Dated: \_\_\_\_\_