

**PLEASE CONSULT WITH YOUR ATTORNEY AND ACCOUNTANT PRIOR TO MAKING
ANY CHANGES TO YOUR STOCK**

STOCK CHANGE PROCEDURE & REQUIREMENTS

1. The following documents (where applicable) and procedures will be required to process your application:

- _____ Last 2 Years Federal Tax Returns (copies)
- _____ Last 2 Years W-2 (copies)
- _____ Employment Verification Letter
- _____ Last four (4) pay stubs
- _____ Proof of relationship (i.e. birth certificate)
- _____ Divorce judgment of Separation Agreement
- _____ Death certificate
- _____ Reason for Stock Change
- _____ Application Form
- _____ Current Stock Certification
- _____ Application Fee \$100.00
- _____ Credit Check
- _____ Criminal History Check Fee \$50.00 (check made payable to Tenant Data Verification).

REFUND OF APPLICATION FEE IF APPLICATION DENIED

2. The above documents will be stamped for processing upon delivery to the Management Office.
3. After a review of all necessary paperwork, you will be contacted personally for the date, place and time of the interview (if necessary). The interview lasts approximately 10-15 minutes. Personal and pertinent questions relating to your proposed occupancy will be asked and you will have an opportunity to ask questions. PLEASE NOTE: ANY SHAREHOLDER ADDED TO THE STOCK CERTIFICATE MUST ATTEND AN INTERVIEW.
4. After you receive approval, please contact Geoffrey Mazel at Hankin & Mazel, 60 Cutler Mill Road Suite 505, Great Neck NY 11021(attorney for Le Havre Owner's Corp.) to arrange for a closing. Phone# 212-349-1668; [e-mail: gmazel@hankinmazel.com](mailto:gmazel@hankinmazel.com).
5. No closing will be fixed until all of the above details are completed in every respect Counsel for the Corporation will arrange for a closing date, time and place after completion of the above procedures.
6. All financing must be through a bank or other lending institution. Purchase money mortgage may be permitted, subject to regulations.

ADD NAME TO STOCK: _____ RELATIONSHIP: _____

DELETE NAME FROM STOCK: _____ RELATIONSHIP: _____

REASON FOR STOCK: _____

INCOME REQUIREMENT FOR APARTMENT: _____

INTERVIEW REQUIRED: YES _____ NO _____

CURRENT SHAREHOLDER(S) NAME: _____ S.S.# _____

_____ S.S.# _____

ADDRESS: _____ FROM: _____ TO: _____

TELEPHONE: HOME#:() _____ BUSINESS :#() _____

PROSPECTIVE SHAREHOLDERS NAME: _____ S.S.# _____

CURRENT ADDRESS: _____ FROM _____ TO: _____

_____ FROM _____ TO: _____

PREVIOUS ADDRESS: _____ FROM _____ TO: _____

(IF LESS THAN THREE YEARS) _____

TELEPHONE: HOME #:() _____ - BUSINESS* () _____

ADDRESS: _____ ACCT#: _____ SIZE(CIRCLE ONE)

(A) 3 ½

(C) 5 rms "A"

(E) 5 rms

(B) 4 ½

(D) 5 rms "B"

(F) 5 ½

NAME, SEX, AGE & RELATIONSHIP OF PERSON WHO OCCUPY APT. (INCLUDE

SELF) _____

PROSPECTIVE SHAREHOLDER BIRTH DATE _____ DATE OF MARRIAGE: _____

EDUCATION: _____

HIGH SCHOOL

COLLEGE

DEGREE

IF VETERAN: _____

DATE OF SERVICE

BRANCH

SERIAL #

NAMES, ADDRESS & TEL. # OF CLUBS, SOCIAL MEMBERSHIPS, FRATERNITIES

PRESENT LANDLORD OR PROSPECTIVE SHAREHOLDER:

ADDRESS: _____ TEL#: _____

EMPLOYMENT STATUS PROSPECTIVE SHAREHOLDER:

- (A) EMPLOYERS NAME & TEL#: _____
- (B) EMPLOYERS ADDRESS: _____
- (C) POSITION OCCUPIED: _____
- (D) TYPE OF BUSINESS: _____
- (E) NAME & TITLE OF SUPERVISOR: _____
- (F) NUMBER OF YEARS EMPLOYED: _____

IF PRESENT EMPLOYMENT IS LESS THAN 2 YEARS, ATTACH SEPARATE SHEET DETAILING PRIOR EMPLOYMENT.

EMPLOYMENT STATUS OF REMAINING SHAREHOLDERS:

(A) EMPLOYERS NAME &TEL #: _____

(O) EMPLOYERS ADDRESS: _____

(A) POSITION OCCUPIED: _____

(B) TYPE OF BUSINESS: _____

(C) NAME & TITLE OF SUPERVISOR: _____

(D) NUMBER OF YEARS EMPLOYED: _____

(IF PRESENT EMPLOYMENT IS LESS THAN 2 YEARS, A1TACH SEPARATE SHEET DETAILING PRIOR EMPLOYMENT.)

THE APPLICATION REPRESENTS THAT THE STATEMENTS: INFORMATION AND DESCRIPTIONS SET FORTH ABOVE ARE TRUE, CORRECT AND COMPLETE; THAT LEHAVRE OWNERS CORP. (HEREINAFTER REFERRED TO AS LESSOR) WILL RELY ON THE INFORMATION FURNISHED BY THE APPLICANTAND THE LESSOR MAY, AT ITS OPTION, INVESTIGATE AND VERIFY SUCH INFOMRATION BEFORE OR AFTER EXECUTING A PROPRIETARY LEASE TO THE APPLICANT. THE APPLICANT CONSENTS TO SUCH INVESTIGATION, AND WAIVES ANY CLAIM AGAINST THE LESSOR BASED UPON THE FACT THAT SUCH AN INVESTIGATION IS BEING CONDUCTED. THE APPLICANT FURTHER ACKNOWLEDGES NOTICE FROM THE LESSOR AND THE PROPRIETARY LEASE TO BE EXECUTED BY THE LESSOR MAY BE CANCELLED BY THE LESSOR IN THE EVENT A STATEMENT, INFORMATION OR DESCRIPTION FURNISHED BY THE APPLICANT ABOVE IS FALSE. THE APPLICANT HEREIN AUTHORIZED THE LESSOR OR ITS AGENTS TO VERIFY AT THE SOURCES ANY OF THE INFROMATION FURNISHED HEREIN: THE APPLICANT UNDERSTANDS THAT THIS PROPOSED OCCUPANCY IS SUBJECT TO APPROVAL BY THE BOARD OF DIRECTORS.

CURRENT SHAREHOLDER: _____

ADDRESS: _____

DATE: _____

PROSPECTIVE SHAREHOLDER: _____

APPLICANT: _____

ADDRESS: _____

DATE: _____ **AUTHORIZATION TO OBTAIN A CREDIT REPORT**

IN ORDER TO COMPLY WITH THE PROVISIONS OF SECTION 6.06
(A) OF THE FEDERAL FAIR CREDIT REPORTING ACT, I
AUTHORIZE YOU TO RETAIN A CREDIT REPORTING AGENCY TO
FURNISH A CREDIT REPORT,
I HEREBY RELEASE THE INDIVIDUAL, COMPANY, OR
INSTITUTION AND ALL INDIVIDUALS CONNECTED THEREWITH
FROM ALL LIABILITY FOR ANY DAMAGE WHATSOEVER
INCURRED IN FURNISHING SUCH INFORMATION

Print Name: _____

Signature: _____

Social Security #: _____

Address: _____

Date: _____

AUTHORIZATION TO OBTAIN A CRIMINAL REPORT

I HEREBY AUTHORIZE ANY INDIVIDUAL, COMPANY, OR INSTITUTION TO RELEASE TO LE HAVRE OWNER'S CORP. AND/OR ITS REPRESENTATIVES ANY AND ALL INFORMATION THAT THEY HAVE CONCERNING ANY CRIMINAL ACTIVITY AND SEX OFFENDER HISTORY.

I HEREBY RELEASE THE INDIVIDUAL, COMPANY, OR INSTITUTION AND ALL INDIVIDUALS CONNECTED THEREWITH FROM ALL LIABILITY FOR ANY DAMAGE WHATSOEVER INCURRED IN FURNISHING SUCH INFORMATION.

Print Name: _____ Date Of _____
Birth

Signature: _____

Address: _____

City: _____

State: _____ Zip Code _____

Social Security #: _____