

1. Cover Letter
2. Letter Stating Reason for Refinance
3. Bank Application
4. Employer Verification Letter
5. Statement of Net Worth
6. Verification of Assets on Statement of Net Worth
7. Mortgage Statement
8. Bank Commitment Letter
9. Appraisal or Letter From Bank
10. Aztech Recognition Agreement

1. Cover Letter

Please refer to the attached for additional information.

300 WEST 23RD STREET OWNERS CORP.
300 West 23rd Street
New York, New York 10011-2240

To expedite the processing of applications, all required fees and a complete application may be submitted electronically. To apply online, please go to:

[https://www.ellimanpm.com/buildings/300 West 23rd Street](https://www.ellimanpm.com/buildings/300_West_23rd_Street)

Printed Copies to Accompany Digital Submission:

Upon successful submission of a digital application, applicant(s) must submit one (1) set for “A” and one (1) set for “B” of the completed application.

Privacy protocol for printed copies:

- The only document where social security numbers should appear is the Credit Release form. Please use the redaction tool in the digital platform to redact all other instances of social security numbers in the application package.
- Only the last four digits of all account numbers should appear. Please use the redaction tool in the digital platform to redact all numbers appearing before the last four digits (on all bank statements, brokerage statements, tax returns, etc.).
- All application packages can be printed from the digital application platform via 'Download & Print' function
- All printed packages must be identical to the digital application you submit via the platform

A. If you are refinancing for the first time or if you are refinancing an existing loan with payments on the new loan greater than the current ones.

1. Letter stating reason for refinance.
2. Copy of Bank Application.
3. Employer Verification Letter stating position, length of employment and salary.
4. Statement of Net Worth (enclosed).
5. Verification of assets on Statement of Net Worth.
6. Current mortgage statement.
7. Copy of the Bank Commitment Letter.
8. Copy of the Appraisal or letter from bank indicating the appraised amount
9. Three (3) AZTECH Recognition Agreements (originals) signed by an officer of the lending institution and applicant (copy of AZTECH form enclosed).

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Refinance Requirements
300 West 23rd Street

B. If you are refinancing an existing loan with no increase in principal amount, the following documentation must be provided to indicate that there is no increase.

1. Copy of bank application
2. Copy of commitment Letter
3. Current Mortgage Statement
4. Three (3) AZTECH Recognition Agreements (originals) signed by an officer of the lending institution and applicant (copy of AZTECH form enclosed).

NOTES:

- Housing debt to income ratio should not exceed 30%
- **If you are seeking to obtain a Home Equity Line of Credit whereby the First Mortgage is not being paid off, you must provide evidence of consent from your 1st Mortgage Holder. This Consent must be provided in order to ensure compliance under the terms of the signed recognition agreement for the 1st mortgage.**

FEES:

- All fees due at submission must be paid electronically at the time of submission of your digital application. Please refer to our website for a detailed listing of fees due with your application.

https://www.ellimanpm.com/buildings/300_West_23rd_Street

2. Letter Stating Reason for Refinance

Please upload a Letter Stating Reason for Refinance.

3. Bank Application

Please upload copy of Bank Application.

4. Employer Verification Letter

Please upload Employer Verification Letter stating position, length of employment and salary.

5. Statement of Net Worth

Please complete Statement of Net Worth (enclosed).

STATEMENT OF NET WORTH as of MM/DD/YYYY

Prospective Purchaser(s): _____

Assets:

Cash Held in Banks:

Checking Accounts _____
 Savings Account _____
 Certificates of Deposit _____
 Other Loans* _____
Total Cash Held in Banks _____

Liabilities:

Loans Payable (State Balance Outstanding)

Bank Loans _____
 Student Loans _____
 Automobile Loans* _____
Total Loans Payable _____

Marketable Securities (State Current Market Value)*:

Treasury Bills and Notes _____
 Bonds _____
 Stocks _____
Total Marketable Securities _____

Installment Credit (List Credit Cards and Balances)

_____ _____
 _____ _____
 _____ _____
Total Installment _____

Real Estate and Personal Assets (Please list)*:

Mortgage Payable*

 Other Liabilities (Please list)* _____

TOTAL ASSETS _____

TOTAL LIABILITIES _____

Net Worth _____

APPLICANT

CO-APPLICANT

Base Salary _____
 Investment Income _____
 Bonus & Commissions _____
 Dividends and Interest Income _____

Real Estate Income (net) _____

Spouse Income (specify) _____

Other Income-Itemize* _____

Have you ever taken bankruptcy? Explain:

TOTAL PROJECTED INCOME: _____

NET WORTH (Total Assets less Total Liabilities) _____

** Please provide additional information as indicated below for certain items marked on previous page:*

Real Estate

<i>Description and Location</i>	<i>Cost</i>	<i>Current Market Value</i>	<i>Outstanding Mortgage Amount</i>	<i>Total Monthly Charges</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other Loans and Other Liabilities

<i>Lender/Creditor</i>	<i>Amount</i>	<i>Maturity</i>	<i>Purpose or Collateral Pledged</i>	<i>Total Monthly Charges</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Schedule Of Bonds And Stocks

6. Verification of Assets on Statement of Net Worth

Please upload Verification of Assets on Statement of Net Worth.

7. Mortgage Statement

Please upload current mortgage statement.

8. Bank Commitment Letter

Please upload copy of the Bank Commitment Letter.

9. Appraisal or Letter From Bank

Please upload copy of the Appraisal or letter from bank indicating the appraised amount.

10. Aztech Recognition Agreement

Please upload three (3) AZTECH Recognition Agreements (originals) signed by an officer of the lending institution and applicant.