

# KYROUS REALTY GROUP, INC.

263 West 38<sup>th</sup> Street ♦ Suite 15E ♦ New York, NY 10018

Phone: 212.302.1500 ♦ Fax: 212.302.3855

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## **Harriet Tubman Gardens Apartment Corp.–Refinance Application**

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Please be advised that the following information is required in order to process your application.

Please submit One (1) original and Two (2) copy sets of the documents to Kyrous Realty Group, Inc., 263 West 38<sup>th</sup> Street, Suite 15E, New York, NY 10018.

1. Copy of the Shareholders Contract of Sale from (Initial Closing) H.P.D requirement
2. Copy of Stock Certificate from closing
3. Copy of Commitment Letter
4. Copy of HUD – 1 (from initial closing)
5. Proof of Residency: A copy of at least one (1) of the following:
  - NYS Driver License
  - NYS Non-Driver ID Card
  - W-2 Form
  - Social Security Statement
  - Certified Copies of NYS or Tax Returns

Plus a copy of at least one (1) of the following:

- NYS Motor Vehicle Registration
  - US Bank Statement
  - Major US credit card statement
  - Utility Bill (gas or electric)
  - Insurance Policy
  - School Registration
  - Voter Registration
6. Letter from Management Company stating Shareholder has not been subletting his/her apartment.

7. Three (3) Recognition Agreements (AZTECH ONLY) signed by the lender; The Recognition Agreements **MUST** include the bank's address and telephone number of the loan department for notices.
8. A processing fee in the amount of \$450.00 must be submitted with the application. Please make check payable to Novitt, Sahr & Snow, LLP.
9. A processing fee in the amount of \$400.00 in a certified check must be submitted with the application. Please make check payable to HPD.

**Note:** Any missing documents will hold up the refinancing process. All charges on your account must be current in order for your application to be processed.