



April 4, 2025



CHARLES HENRY PROPERTIES LLC
534 WEST 42ND ST APT 8
NEW YORK NY 10036

0935146001001005580002000000000

LOAN NUMBER
100018625

CHARLES HENRY PROPERTIES LLC
336 EAST 56TH ST
NEW YORK NY 10022

Action Required | Please Provide Financial and Operating Information.

Dear CHARLES HENRY PROPERTIES LLC,

Each year we review the financial performance of the collateral property for your loan. To complete this review, we need the following:

1. Year End (YE) 2024 Operating Statement for the Property

Please provide a statement detailing property level income and expenses for the previous year. If capital expenditures are included in the operating expenses, please provide specific detail relating to these expenditures. If your business operates on a fiscal year other than Jan 1-Dec 31, please note the statement to indicate your fiscal year dates. In lieu of providing an annual operating statement you may submit the supporting statements and your copy of the Schedule E to your filed 2024 Individual Federal Tax Return or Form 8825 to your filed 2024 Partnership or S Corporation Federal Tax Return.

2. Current Month's Rent Roll/Lease Summary for each Property

Rent Roll (Residential Units) - Please include current leasing status by unit along with the current rent being collected. If the property is in the Housing Assistance Program (HAP), please provide contract expiration date along with specific units subject of receiving HAP assistance.

Lease Summary (Commercial Units) - Please include current leasing status by unit, suite or unit number, rentable square footage, tenant name, current monthly rent and scheduled rent escalations, monthly expense reimbursements, lease commencement and expiration dates, and the lease type.



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To assist you in providing this information, we offer a list of FAQs and sample forms available for download at www.chase.com/ctlforms. If you already have this information in a different format, please send it in that format if it is more convenient for you. Please sign, date and write the loan number on each document and send them to us within 30 days from the date of this letter through any of the following options:

Submitting Documents via Chase Connect and Chase for Business

1. **Log In:** Go to chase.com and log in to your account.
2. **Access Commercial Loans:** Click on "Commercial Loans."
3. **Document Tasks:** Click on "Document tasks."
4. **Submit Documents:** Click on "Commercial Real Estate Documents"
5. **Enter Loan Information:**
 - Select the Loan Number.
If the Loan Number is not visible, select "Other" to enter it manually.
 - Enter the Letter ID: rwgdK.
6. **Select the Property:** Select all properties you are submitting documents for.
7. **Select Document Types:** Choose the types of documents you are submitting.
8. **Upload Documents:** Drag and drop your documents into the designated area.
9. **Submit:** Click the "Submit" button to complete the process.

The screenshot shows the Chase Connect dashboard for Commercial loans. The top navigation bar includes 'Accounts', 'Pay & transfer', 'Collect & deposit', 'Investments', 'Account management', and 'Security'. The 'Commercial loans' tab is selected. Below the navigation, there are links for 'Pay loan', 'Advance', 'Reprice', 'Loan activity', and 'Document tasks'. A prominent button labeled 'Click here to submit documents' is located next to the 'Document tasks' link. The main content area displays a loan summary for 'REVOLVING COMMITMENT(7917)' with a due date of 'Sep 30, 2024' and a balance of '\$223,611.11'. A 'Pay fees' link is also visible.

The screenshot shows the Chase for Business Digital Document Exchange interface. The top header reads 'Welcome to J.P. Morgan Chase Digital Document Exchange' with a sub-instruction 'Complete your paperwork electronically, quick and secure tools to submit forms and documents from anywhere'. Below the header, there are three main sections: 'Document Templates' (with a download icon and the text 'Download the latest legal documents and templates'), 'Document Upload' (with an upload icon and the text 'Provide supporting documents for your account services'), and 'Document Exchange' (with a share icon and the text 'Share documents across multiple parties for your account'). At the bottom, there is a large box for 'Commercial Real Estate Documents' with an 'UPLOAD DOCUMENTS' button. A call-to-action button 'Click here to submit your documents' is located next to this box, with an arrow pointing to it. The bottom left corner features the FDIC logo.



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Submitting Documents using the options below:

By Email:

gm.statements@chase.com

By Mail:

Commercial Term Lending - Portfolio 866-492-6981
Management
JPMorgan Chase Bank, N.A.
PO Box 9178
Coppell, TX 75019

By Fax:

If you have any questions, or need guidance uploading documents to our portal, please contact Commercial Term Lending - Portfolio Management at 866-708-2841, option 1.

Thank you for your business and the opportunity to serve you.

Sincerely,

Commercial Term Lending - Portfolio Management
JPMorgan Chase Bank, N.A.

IMPORTANT BANKRUPTCY INFORMATION

If you or your account is subject to pending bankruptcy proceedings, or if you received a bankruptcy discharge, this notice is for informational purposes only and is not an attempt to collect a debt.

NOTICE TO SERVICEMEMBERS

If you are a federal or state military servicemember who is, or within the last year was, on "active duty" or "active service," or an individual who is a dependent of, or a business entity that is a co-obligor with, such a servicemember, you may be entitled to certain legal rights and protections. For more information you may contact Chasse at (877) 344-3080, Monday through Friday, 8:00 a.m. to 7:00 p.m. Central Time to discuss your status.



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