



April 29, 2026

CHARLES HENRY PROPERTIES LLC
336 EAST 56TH STREET FRNT A
NEW YORK NY 10022



119514601800100031000200000000

LOAN NUMBER
100018625

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

Action Required: Follow Up Request | 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. Recently, we asked you for documents needed to complete this review, but we have not received them. Please send the following within 15 days from the date of this letter:

1. Year End (YE) 2025 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 Jan1-Dec 31, please notate 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 2025 Individual Federal Tax Return or Form 8825 to your filed 2025 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.



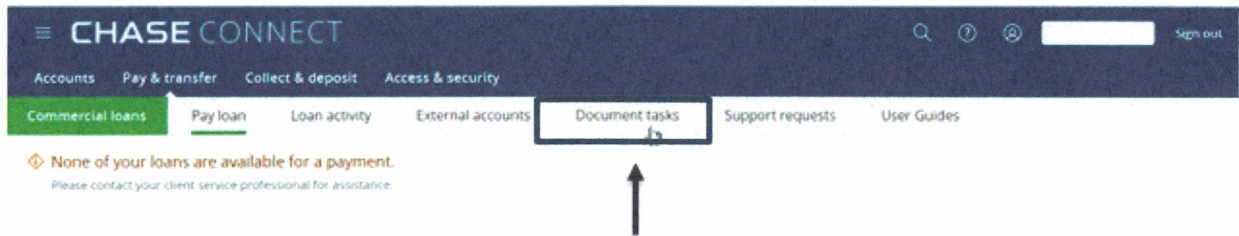
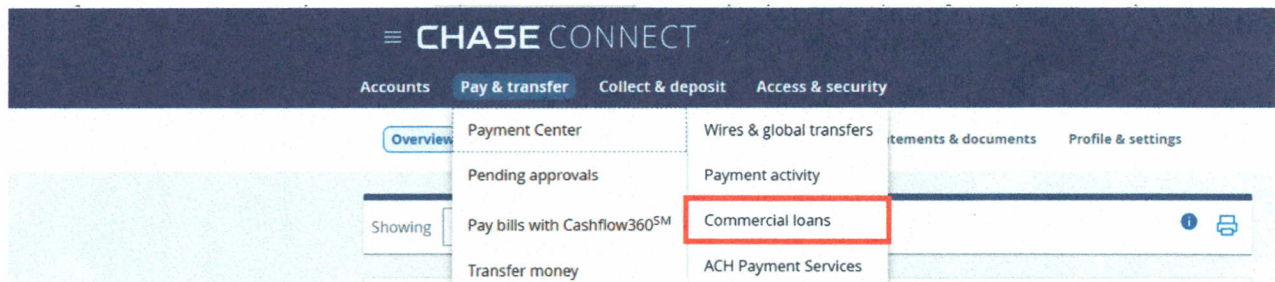


To assist you in providing this information, we offer a list of FAQs and sample forms available for download at www.chase.com/ctlforms. If you already have this information in a different format, please send it in that format if it is more convenient for you. Please sign, date and write the loan number on each document and send them to us within 15 days from the date of this letter through any of the following options:

If you already have sent this information in response to our recent request, please accept our thanks. It is not necessary to send it again.

Submitting Documents via Chase Connect or Chase for Business

1. **Log In:** Go to chase.com and log in to your account.
2. **Access Commercial Loans:** Click on "Pay & Transfer" and then "Commercial Loans."
3. **Document Tasks:** Click on "Document tasks."
4. **Submit Documents:** Click on "Commercial Real Estate Documents" and then "Yes" and "Confirm."
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: lv09k.
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.





Submitting Documents via our Online Portal

Log in or Create an account by scanning the QR code
or
visit: documentexchange.jpmorgan.com



After enrolling, or logging in simply:

1. Select the "Commercial real estate documents" tile.
2. Select Yes on the pop up question.
3. **Enter Loan Information:**
 - a. Enter your unique Loan Number
4. **Enter the Letter ID:** lv09k.
5. **Select the Property:** Select all properties you are submitting documents for.
6. **Select Document Types:** Choose the types of documents you are submitting.
7. **Upload Documents:** Drag and drop your documents into the designated area.
8. **Submit:** Click the "Submit" button to complete the process.

JPMorgan CHASE

Digital Document Exchange

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Password

☐ Remember me [Forgot password](#)

SIGN IN

or

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[JPMC employee SSO sign in](#)

Sign In to the Digital Document Exchange Portal

Sign In via your Chase Connect account

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Submitting Documents using the options below:

By Email:

gm.statements@chase.com

By Mail:

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

By Fax:

866-492-6981

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.



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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 Chase at (877) 344-3080, Monday through Friday, 8:00 a.m. to 7:00 p.m. Central Time to discuss your status.

