



February 8, 2018

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



037514600100100896000200000000

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 2017 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. In lieu of providing an annual operating statement you may submit the supporting statements and your copy of the Schedule E to your filed 2017 Individual Federal Tax Return or Form 8825 to your filed 2017 Partnership or S Corporation Federal Tax Return. If the property was purchased or the loan assumed in 2017 please provide a minimum of 6 months of operating income/expense information.

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

Rent Roll (Residential Units) - Please include current leasing status by unit along with the current rent being collected. 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.

**3. Property Inspection Contact**

Please provide the name and phone number of a contact person for the property inspection. If your Property is selected for an inspection, Chase or Chase's authorized inspection vendor may need to contact this person at a later date to schedule an inspection.





#### 4. Additional Loans

Please include the lender's name, current loan balance and monthly payment regarding any other loans secured by the Property (i.e. SBA loans, junior financing).

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.

You can send them by mail, e-mail or fax:

**By mail:**

Commercial Term Lending - Portfolio  
Management  
JPMorgan Chase Bank, N.A.  
PO Box 9102  
Coppell, TX 75019

**By fax:**

866-492-6981

**By e-mail:**

gm.statements@chase.com

To help you provide this information, we have sample forms you can download at [www.chase.com/ctlforms](http://www.chase.com/ctlforms) (scroll down to "Download portfolio management forms"). If you have the information in a different format, please send it in that format if it is more convenient for you. All of your information will remain confidential.

If you have any questions, 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.

#### PENDING 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.



Charles Henry Properties LLC  
Income Statement  
For the Twelve Months Ending December 31, 2017

INCOME

Rent Income	\$213,135.00
Total	213135.00

OPERATING EXPENSES

Resident Manager	\$13,847.00
Offsite Manager	17225.00
Electric/Gas	7730.00
Water	3160.00
Insurance	6714.00
Interest	39738.00
Repair & Maintenance	10029.00
Cleaning/Supplies	777.00
Legal	3757.00
Real Estate Taxes	68607.00
Misc/Licenses	323.00
Total	\$171,907.00
Net Income	\$41,228.00

Property address: 336 East 56th Street New York, NY 10022  
Property Inspection Contact: Claude Simon, phone 212-683-9300  
Loan#: 100018625

Borrower Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Charles Henry Properties LLC  
Loan# 100018625

DETAILED RENT ROLL

PROPERTY ADDRESS: 336 East 56<sup>th</sup> Street New York, NY 10022

Tenant Name	Base Rent (Monthly)	Lease Start Date	Lease Expiration Date	Sq. Ft. (approx.)	Comments (Extension Options, Rent Holiday, etc.)
Hildegard Y. Klages Apt.1	\$499.77	11/1/2017	10/31/2019	400	Rent stabilized
Abigail Diaz Apt.2	\$2,200.00	12/1/2017	11/31/2018	400	
Audrey Henderson Apt.3	\$2,100.00	8/1/2017	7/31/2018	400	
Abdel Rigumye/Parvina Kabulova Apt.4	\$2,175.00	5/1/2017	8/31/2018	400	
Raul Vega Apt 5	\$2,100.00	10/1/2017	9/30/2018	400	
Mercy Lister/Daniel Murdock Apt 6	\$2,175.00	9/01/17	8/31/2018	400	
Water Dragon NY LLC/Store	\$7,316.00	9/1/2017	09/30/18	936	Drop-off Laundry (dry-cleaning is NOT done on site)

Borrower Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_