



February 25, 2026

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



056514600500100009060200000000

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) 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.





3. Property Inspection Contact

It is possible that JPMorgan may require an inspection of your property. The inspection will include common areas, occupied and vacant units. Please provide the name and phone number of a contact person for the property inspection. If your Property is selected for an inspection, JPMorgan or its authorized inspection vendor will contact this person 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, subordinate financing).

5. Digital Document Exchange Contact

At Chase, we're dedicated to protecting our environment and making your experience with us as seamless as possible. That's why we're moving from traditional mail to a more sustainable and convenient digital platform. You may receive this letter as well as an email requesting the same documentation—feel free to respond using whichever method works best for you. Simply follow the instructions provided here or reply by email. Thank you for partnering with us on this journey toward a greener future. We appreciate your cooperation and support.





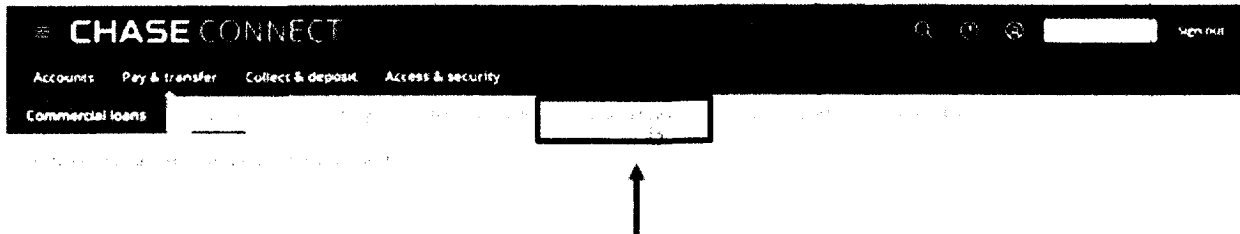
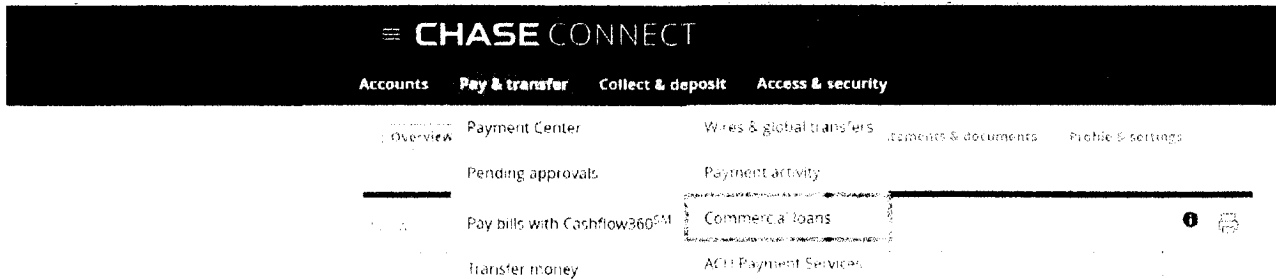
To assist you in providing this information, we offer a list of FAQs and sample forms available for download at www.chase.com/ctiforms. If you already have this information in a different format, please send it in that format if it is more convenient for you. Please sign, date and write the loan number 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 "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: N0QGr.
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.



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Did you receive a letter instructing you to upload Commercial Real Estate documents?

Did you receive a letter instructing you to upload Commercial Real Estate documents?

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Close

Did you receive a letter instructing you to upload Commercial Real Estate documents?

User and loan details

Did you receive a letter instructing you to upload Commercial Real Estate documents?

Did you receive a letter instructing you to upload Commercial Real Estate documents?

Welcome to J.P. Morgan Digital Document Exchange

complete your paperwork electronically, click and drag the tools to submit forms, and documents from anywhere



Document templates

Download the latest legal document templates



Document upload

Provide supporting documents for your account or deal



Document exchange

Share documents, notes and priorities through account

UPLOAD DOCUMENTS



Deal list

View, edit, and track all deals that you've been invited to



Commercial real estate documents

Submit lender or property documents here

UPLOAD DOCUMENTS





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:** N0QGr
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.

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The screenshot shows the 'Digital Document Exchange' portal. On the left, there is a dark sidebar with the JPMorgan CHASE logo and the text 'Digital Document Exchange' and 'Secure and Secure plus to manage documents'. The main content area is white and features a 'Sign in' section. There are two primary buttons: 'Create a new account' and 'Sign in'. The 'Sign in' button is highlighted with a box and an arrow pointing to it from the right, with the text 'Sign In to the Digital Document Exchange Portal'. Below the 'Sign in' button is a 'SIGN IN' button, which is also highlighted with a box and an arrow pointing to it from the right, with the text 'Sign In via your Chase Connect account'. The 'Create a new account' button has an arrow pointing to it from the left.



Welcome to J.P. Morgan Digital Document Exchange

Complete your paperwork digitally. Use our secure tools to submit forms and documents from anywhere.



Document templates

Download the latest legal forms and templates.



Document upload

Provide supporting documents for your account services.



Document exchange

Share documents across multiple parties for your account.

UPLOAD DOCUMENTS



Deal list

View, edit, and track deals that you've been matched to.



Commercial real estate documents

Submit client or property documents here.

UPLOAD DOCUMENTS



Did you receive a letter instructing you to upload Commercial Real Estate documents?

Yes

No

Cancel

Each login session will require the Letter ID referenced above.





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.

