

STILLMAN MANAGEMENT INC.
440 MAMARONECK AVENUE SUITE 512
HARRISON NY 10528
914-813-1915
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REFINANCE AND/OR HOME EQUITY PROCEDURES

(A) If you are refinancing your current mortgage to reduce your interest rate and monthly payments, you only need to submit the following documents:

- 1) Verification of Current Mortgage- Last monthly Statement
- 2) Commitment Letter for New Mortgage
- 3) 3 Original Recognition Agreements (Copy Right 1073 forms only) this form must be signed by the bank and the borrowers before submitting it to management.

(B) If you are refinancing and increasing your principal balance and/or obtaining a home equity line of credit, you will need to submit the following documents in order to obtain board approval:

1. Verification of Current Mortgage- Last monthly Statement
2. Commitment Letter for New Mortgage
3. Copy of Loan Application to the bank
4. Proof of Employment- letter indicating position and salary and last 2 pay-stubs.
5. W'2's for the last 2 years with the last 2 years tax returns (must include all pages of your tax return)
6. Original Recognition Agreements (Copy Right 1073 forms only) this form must be signed by the bank and the borrowers before submitting it to management.

The fee for processing either request is \$150.00 payable to Stillman Management Inc.

For either request, please deliver one (1) original and () collated copies of each and every document except for the recognition agreements.

Please submit the above referenced documents to Stillman Management- Sales and Leasing Department.