



PROCEDURE TO REFINANCE CO-OP

1. \$150.00 processing fee to Robert Orlofsky Realty, Inc.
2. Mail or fax copy of bank questionnaire to be completed by our office.
3. Shareholder to fax copy of mortgage commitment.
4. Shareholder to submit three (3) original signed bank recognition agreements.
5. Provide copy of driver's license.
6. Robert Orlofsky Realty, Inc. orders certificate of insurance in accordance with mortgage commitment endorsement clause.
7. Robert Orlofsky Realty, Inc. Prepares maintenance paid letter.
8. Shareholder required to pick-up completed file prior to date of refinance.

5/09