

Adding a Shareholder
to
Proprietary Lease/Stock Certificate

Required Documents

Warwick Owners Corp.

*76-12 35th Ave., Jackson Heights,
New York, 11372*

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NEW BEDFORD MANAGEMENT CORP.
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SAMANTHA YEARWOOD
(646) 453-5267 | DIRECT
SAMANTHA@NBMGMT.COM

ADDING A SHAREHOLDER TO STOCK CERTIFICATE/PROPRIETARY LEASE

1. Completed and signed contact information form for new shareholder. ☐
2. Notarized statement from current shareholder requesting to add new shareholder to stock certificate and proprietary lease. ☐
3. Notarized statement from new shareholder requesting to be added to stock certificate and proprietary lease.
4. Copy of W-2 forms and federal income tax forms for prior two (2) years for new shareholder.
5. Copy of the three (3) **most recent bank statements** showing account holder and account balances (checking/savings/money market/investments, where applicable) for new shareholder.
6. Copy of pay-stubs for the three (3) most recent **months** for new shareholder. ☐
7. Credit check authorization for new shareholder. ☐
8. Criminal check authorization for new shareholder. ☐
9. Letter of employment from a person of appropriate authority (such as Human Resources Manager, Personnel Director, Owner, etc.) stating length of employment, job title and annual salary for new shareholder. ☐

Please submit one (1) original copy of documents to Management with all applicable fees by regular mail or courier. Please submit a second PDF version (with all social security numbers removed from all documents for your own protection) via email only to Samantha@nbmgmt.com.

Your social security number will not be shared with anyone outside of the management office.

If a document is not included, please provide a written explanation.

Fees required

New shareholder must pay the following fees, by certified check or money order only:

- **Credit Check + Criminal Report Fee of \$275** (non-refundable) for new shareholder, payable to New Bedford Management Corp.
- **Processing fee of \$250** (non-refundable) payable to New Bedford Management Corp.
- **Additional attorney fees will be required at time of closing**

All application information documents and fees must be submitted to:

New Bedford Management Corp.

Attention: Samantha Yearwood

210 East 23rd St. 5th floor

New York, NY 10010

Phone: 646-453-5563

Samantha@nbmgmt.com

ADDING A NEW SHAREHOLDER TO PROPRIETARY LEASE/STOCK CERTIFICATE

You can conveniently complete this application form by typing information into the highlighted fields. Print your completed form, sign it as required (digital signatures accepted), and submit it to Management.

Please submit one (1) original copy to Management with all applicable fees by regular mail or courier. Please submit a second PDF version (with all social security numbers removed from all documents for your own protection) via email only to Samantha@nbmgmt.com. Your social security number will not be shared with anyone outside of the management office. If a document is not included, please provide a written explanation.

NEW SHAREHOLDER INFORMATION

Name:		SSN:
Current address:		
City:	State:	ZIP Code:
Home Phone:	Work:	Cell:
Email:		

SIGNATURE

I verify the information provided on this form..

Signature: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>
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CREDIT CHECK AUTHORIZATION Please complete one form for EACH Applicant. Additional copy included as attachment with this application.			
Applicant name:			
Date of Birth:		SSN:	
HOME ADDRESSES FOR THE LAST SEVEN (7) YEARS			
Previous address:			
City:	State:	ZIP Code:	Length of residence:
Previous address:			
City:	State:	ZIP Code:	Length of residence:
Previous address:			
City:	State:	ZIP Code:	Length of residence:
Previous address:			
City:	State:	ZIP Code:	Length of residence:
Previous address:			
City:	State:	ZIP Code:	Length of residence:
AUTHORIZATION AND SIGNATURE			
<p>In connection with my purchase/sublet of property, I authorize the procurement of a credit report on myself. I further authorize all credit agencies, banks, lending institutions and persons to release information they may have about me and release them from any liability and responsibility doing so. This authorization, in original or copy form, shall be valid for this and any future reports that may be requested. Further information maybe available upon written request within a reasonable period of time.</p>			
Signature Applicant:			Date:

RELEASE OF INFORMATION AUTHORIZATION TO OBTAIN A CRIMINAL REPORT

Please complete one form for EACH Applicant.

Additional copy included as attachment with this application.
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Applicant name:		
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Date of Birth:	SSN:
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ADDRESS

Address:		
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City:	State:	ZIP Code:
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AUTHORIZATION AND SIGNATURE

I hereby authorize any individual, company or institution to release to Warwick Owners Corp. and/or its Managing Agent or representative any and all information that they have concerning criminal activity. I hereby release the individual, company, or institution and all individuals connected therewith from all liability for any damage whatsoever incurred in furnishing such information.	
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Signature Applicant :	Date:
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