

This form is to be completed in full and either mailed, sent by facsimile, 202-244-9510 or by e-mail, transfers@edmundjflynn.com to the Edmund J. Flynn Company - Brandon Aefsky, at least five days prior to settlement date.

REQUEST FOR PREPARATION OF A TRANSFER PACKAGE

Name of Cooperative: _____

Address: _____

Unit #: _____ Parking Space(s): _____

Date of Settlement: _____ Time: _____

Name of Seller(s): _____

Name of Purchaser(s): _____

{please print the name(s) as should appear on the new documents for the Purchaser(s)}

Name of Purchaser=s Lender: _____

 Telephone: _____

Loan Officer: _____


∩ Information of Settlement Attorney/Firm ∩

Name of Firm/Attorney: _____

Address: _____

 Telephone: _____  Fax: _____

Case #: _____

 E-mail _____

Contact Person: _____

IMPORTANT REMINDERS

WRITTEN BOARD APPROVAL - The Board=s **written** approval is required to be submitted prior to or at settlement. **Do not proceed with the Settlement without the Board=s written approval.** **It is the responsibility of the purchaser(s) to provide the Settlement Company/Attorney with the Board=s written approval.** Tiber Island=s form of approval is a signed Officer=s Certificate. Most of the approvals are in letter form signed by the President of the Cooperative.



EDMUND J. FLYNN COMPANY ***COOPERATIVE TRANSFER SERVICES***

5100 Wisconsin Avenue NW, Suite 514, Washington, DC 20016
Telephone: 202.537.1800 Facsimile: 202.244-9510
E-Mail: brandon.aefsky@edmundjflynn.com