



Document Request Order Form

Name of Requestor: Phone #:

Email Address to Return Documents:

Property Address and Unit #:

| Documents | Cost | Select Order | Total Cost |
|---|-----------|--------------|------------|
| Questionnaire | \$150.00 | | |
| 1 Year (Most Recent) Audited Financial Statement | \$25.00 | | |
| 2 Years Audited Financial Statements | \$50.00 | | |
| 3 Years Audited Financial Statements | \$75.00 | | |
| Current Budget | No Charge | | |
| Insurance Certificate | No Charge | | |
| Offering Plan - Hard Copy Only Includes By-Laws, Declaration, Proprietary Lease (if a Coop) and Amendments (Electronic copies are not available) | \$150.00 | | |
| By-Laws | \$25.00 | | |
| Declaration | \$25.00 | | |
| Proprietary Lease (Coops Only) | \$25.00 | | |
| Amendments | \$25.00 | | |
| Total Cost | | | |

Documents ordered will be sent electronically (Except the Offering Plan) to the email address provided above.

If ordering an Offering Plan, please indicate how you would like to receive it:

Pick Up - The Ferrara Management Group, Inc. 50 Plainfield Avenue Bedford Hills, NY 10507
(Email will be sent when Offering Plan is ready for pick up)

Mail - via Regular Mail to: _____

Online Payment Instructions:

Payments can be made online by going to www.clickpay.com/ferrara, click **Register** and create your online profile. When prompted the Building Number is **50**, Zip Code is **10504**, Account Number is **t0010023** and the Last Name on the account for Account Verification is **Card (Do not enter your last name)**. Once the account is set up click pay now to make a payment for the amount of your order.

If you already have a clickpay account please go to www.clickpay.com/Ferrara and log into your account. Click on "Account" (located on top right) and click "Add/Remove Unit". When prompted the Building Number is **50**, Zip Code is **10504**, Account Number is **t0010023** and the Last Name on the account for Account Verification is **Card (Do not enter your last name)**. Once the unit is added, proceed to "Pay Now" section and be sure to select the account for **t0010023** and make the payment for the amount of your order.

Once your payment has been made, please email a copy of the order form, payment confirmation from ClickPay and the questionnaire (Questionnaires only need to be submitted if you are ordering one to be completed) to Robert Barone at Rbarone@Ferraramgmt.com.

Due to high volumes of requests, should you wish to know if your order has been received, please mail it with a tracking number so you can track the package.

Check Payment Instructions:

Check or Money Order payable to "The Ferrara Management Group, Inc". Please mail, order form, check and questionnaire (Questionnaires only need to be submitted if you are ordering one to be completed) to The Ferrara Management Group, Inc. 50 Plainfield Avenue Bedford Hills, NY 10507 Attention Robert Barone.

If you have any questions or require assistance on placing your order please contact Robert Barone at 914-888-2099 ext.1035 or Rbarone@ferraramgmt.com.

Failure to submit the order form, check/ClickPay payment confirmation and questionnaire (if applicable) ALL TOGETHER will result in your order being unable to be processed.

Order forms received with ALL required items will be processed and returned within 2-3 business days from the date received.