



**Island Condo Management Corp.**

**57 Beach Street**

Staten Island, New York 10304

718-981-2500

- Consulting
- Staffing
- Accounting Services
- Budgets

**To Whom It May Concern:**

**RE : BAYVIEW TOWER CONDOMINIUM**

**OWNER(S):**

**PREMISES: 80 Bay Street Landing, Staten Island, New York**

Regarding the refinance with regard to the above referenced unit, the following items are required.

1. A processing fee of \$100.00 from the owner payable to ISLAND CONDO MANAGEMENT CORP.
2. For purposes of issuing an insurance certificate of the Master Condo Policy, please provide the exact name and address of the lending institution as they request in their mortgage commitment.

**3. ALL FEES MUST BE PAID PRIOR TO CLOSING**

Very truly yours

Gail E. Brennan  
Sales/Legal Dept