

THIRD PARTY TRANSFER PROGRAM
ROUNDS VIII and IX
SPONSOR LETTER

Department of Housing Preservation and Development
100 Gold Street, Room 9-Y3
New York, N.Y. 10038

Attn: Jacqueline Alexander,
Assistant Commissioner

Re: Third Party Transfer Program

Dear Ms. Alexander:

This letter is being submitted on _____ (m/d/year) in conjunction with the attached petition ("Tenant Petition") from at least 80% of the bona fide tenants of the building located at _____.

My organization, listed on the Tenant Petition as "Sponsor", requests to receive the property through the Third Party Transfer Program.

I understand that if selected by the Department of Housing Preservation and Development to redevelop the property, my organization, as Sponsor, will acquire, manage and rehabilitate the building under the guidelines of the Third Party Transfer Program.

Further, it is the intention of my organization to sponsor the tenant organization at the building in its efforts to eventually own the property, as a limited-equity cooperative, at a future date following rehabilitation. I understand that, as a prerequisite for being selected as the Sponsor of this property, my organization must be qualified through HPD's Request for Qualifications process and must participate in an HPD training class on the sponsorship of Third Party Transfer tenant petition buildings, to be offered in the coming months.

Very truly yours,

Name

Title

Sponsor Organization

Attachment: Tenant Petition

