

Shore View Corporation
9411 Shore Road
Brooklyn, NY

May 11, 2017

To: Shore View Corporation Shareholders
From: Board of Directors

From time to time, shareholders have inquired about the procedure for adding a spouse, child or parent to their stock certificate. The following guidelines will assist those of you interested in this type of transaction:

1. Shareholders may, without Board approval, transfer their shares to a spouse, adult (over 18) child or parent. The shareholder can choose to remain a co-shareholder or transfer his or her entire interest to the spouse, child or parent.
2. A written request should be submitted to management with a copy to the Board of Directors asking for the transfer.
3. The request will be forwarded to the Corporation's attorneys who serve as the Corporation's transfer agent.
4. The Corporation's transfer agent will arrange for a closing, which will require all of the usual requirements and fees (including the transfer agent's fees and payment of the Corporation's flip tax) as for any closing. These requirements include a lien search, surrender of the shareholders' stock certificate and proprietary lease and execution of a new lease. In addition, satisfactory documentation of the family relationship (e.g. birth certificate, adoption papers, marriage license) is required.
5. If the apartment is subject to a mortgage, the shareholder's lender must approve the transfer and must attend the closing and surrender the existing stock certificate and lease. The new certificate and lease will then be given to the lender to hold as collateral for the loan. The shareholder will be responsible for any fees charged by the lender.
6. Before making a transfer to a family member, it is recommended that the shareholder consult with counsel of the shareholder's choosing to determine how the parties should hold the stock (e.g. joint tenants with right of survivorship or tenants in common) and also to discuss the possible ramifications of the transfer.

Thank you.