

**Sale**  
**6810 EQUITIES, INC.**

**68-10 108<sup>th</sup> Street**  
**Forest Hills, NY 11375**

**Contact Information:**

**Ms. Susan Rubin**  
**Transfer Agent**  
**Kaled Management Corp.**  
**7001 Brush Hollow Road Ste: 200**  
**Westbury, NY 11590**

**(516) 876-4800 x 313**  
**Fax (516) 780-8313**  
**Susan@kaled.com**

**Bldg. # 344**

**5/2023**



management corp.

**CORPORATE OFFICE**  
7001 BRUSH HOLLOW ROAD  
SUITE 200  
WESTBURY, NY 11590  
TEL: (516) 876-4800  
FAX: (516) 876-6812

**WWW.KALED.COM**

**ASSET MANAGEMENT**  
757 THIRD AVENUE  
SUITE 2028  
NEW YORK, NY 10017  
TEL: (212) 376-5508

EMAIL: [INFO@KALED.COM](mailto:INFO@KALED.COM)

## **IMPORTANT INFORMATION REGARDING YOUR SOCIAL SECURITY NUMBER**

### **PROTECTING YOUR PRIVACY**

In order to protect your privacy please remove/blackout your social security number from each financial institution document inserted into the application.

- Financial condition (net worth)
- Tax returns
- Personal loans
- Bank statements
  - IRA
  - CD'S
  - Savings

The Credit Agency Authorization Form AND Criminal Background Check Forms in the application are the only form that requires your Social Security number. These two forms containing your Social Security number will be shredded in our office as soon as we submit the information to the Agency used to obtain your reports.

If you have any questions please contact the Management Office.

**ALL SOCIAL SECURITY NUMBERS SHOULD BE REMOVED/BLOCKED  
OUT FROM TAX RETURNS AND ANY OTHER DOCUMENTS.**

**SALES REQUIREMENTS – 6810 Equities, Inc.**  
**APPLICATION PACKAGE CHECKLIST:**

The following items must be included with the application:

1. Purchase Application filled out in its entirety \_\_\_\_\_
2. Completed financial statement filled out in its entirety \_\_\_\_\_
3. Copy of Signed Contract of Sale (Blumberg Contract Form Preferred) \_\_\_\_\_
4. Reference letter from previous landlord \_\_\_\_\_
5. A letter from employer indicating length of employment/salary, position  
& likelihood of continued employment & current paystub. \_\_\_\_\_
6. Two (2) personal letters of reference and three (3) business reference \_\_\_\_\_
7. Copy of W-2 forms and federal income tax forms for prior two (2) years \_\_\_\_\_
8. If financing, a copy of signed Mortgage Application and Commitment  
Note: a maximum of 80% of the apartment value may be financed. \_\_\_\_\_
9. Aztech form of Recognition Agreement if sale is being financed. \_\_\_\_\_
10. Copies of most recent bank and investment statements  
(2) two months \_\_\_\_\_
11. A signed Window Guard Rider form \_\_\_\_\_
12. Lead Paint Rider signed and initialed by both parties \_\_\_\_\_
13. Credit authorizations completed and signed (**only in original package**) \_\_\_\_\_
14. Carbon & smoke affidavit signed & notarized purchaser/seller \_\_\_\_\_
15. Washing machine removal rider \_\_\_\_\_
16. Sprinkler disclosure contact information \_\_\_\_\_
17. Coop abatement survey \_\_\_\_\_

- All prospective Purchasers are subject to Board interview and approval. Management will contact the prospective purchasers for interview upon receipt of an acceptable credit check and financials.
- All persons who will be residing in the premise must attend the interview
- All pets must attend the interview.

\* The board of directors may require additional information.

\*Please remove your social security number from all documents except credit check.

\* Please only put the credit authorization in the original package

\*Incomplete application packages will be returned to the buyer or broker.

**If instructions are not followed packages will be returned**

While the Board of Directors will attempt to promptly review all applications, the Corporation, the Board of Directors and its Agents assume no responsibility for expenses or liabilities resulting from any delays in its review.

- \* All prospective Purchasers and everyone living in the apartment are subject to application review and Board interview and approval. Kaled Management Corp. will contact the prospective purchaser for interview upon receipt of an acceptable credit check and application review. Should a prospective purchaser wish to have an interpreter present at board interview, the Board welcomes such additional individual.

**REQUIRED FEES: (All fees must be made by Certified Check or Money Order)**

\*Enclose a check in the amount of **\$600.00 payable to Kaled Management Corp.** for administration fee. **(Purchaser)**

\*Credit Check Fee **\$150.00 per applicant payable to Kaled Management Corp.**  
(Purchaser)

\*Move-in/out fee in the amount of **\$1000.00 payable to 6810 Equities Inc.** This fee is refundable if there are no damages during the move in/out and no rules are broken. **(Both Purchaser/ Seller)**

\*Recognition Agreement fee **\$200.00** payable to **Kaled Management Corp.** (This Fee only applies if you are getting a mortgage) **(Purchaser)**

\*Corporation transfer fee **(Flip tax)-\$20.00** (per share non-refundable), payable to 6810 Equities Inc. Certified Check or bank check. **(Seller)**

\*Closing fee at the Office of Kaled Management Corp. **\$600.00** & tax transfer stamps, calculated at \$.05 per share due at closing **(Seller)**

Submit **one (1) original and one (1) collated copy totaling two (2)** complete application packages to:

**Ms. Susan Rubin**  
**Kaled Management Corp.**  
**7001 Brush Hollow Road Ste: 200**  
**Westbury, NY 11590**

Any incomplete application packages will be returned. Please allow approximately three (3) weeks for the processing of the application and scheduling interview with the Board.

## **PURCHASE APPLICATION**

Application is herewith submitted for the purchase of \_\_\_\_\_ shares of common stock of 6810 Equities, Inc., and for the right of residency in Apartment # \_\_\_\_\_.

**Seller's Name(s):** \_\_\_\_\_

**Seller's Attorney:** \_\_\_\_\_

**Name of Firm & Address:** \_\_\_\_\_

**Telephone/Fax Number:** (     ) / (     )

**Purchase Price:** \$ \_\_\_\_\_

**Purchaser's Attorney:** \_\_\_\_\_

**Name of Firm & Address:** \_\_\_\_\_

**Telephone/Fax Number:** (     ) / (     )

**Broker Involved:** \_\_\_\_\_

**Purchaser's Name(s):** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Social Security Number (last 4 Digits)** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Telephone Number(s)** (     ) (     )

**Work Telephone Number(s)** (     ) (     )

**Email:** \_\_\_\_\_

**Employer's Name(s):** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_

**Occupation(s):** \_\_\_\_\_

**Length of Employment:** \_\_\_\_\_

**Present Amount of Monthly Rent:** \$ \_\_\_\_\_ **Mortgage:** \$ \_\_\_\_\_

**Name of Landlord and Telephone:** \_\_\_\_\_ (     )

**Length of Residency:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Purchaser's Name(s):** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Social Security Number (last 4 Digits)** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Telephone Number(s)** (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

**Work Telephone Number(s)** (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

**Email** \_\_\_\_\_

**Employer's Name(s):** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_

**Occupation(s):** \_\_\_\_\_

**Length of Employment:** \_\_\_\_\_

**Present Amount of Monthly Rent:** \$ \_\_\_\_\_ **Mortgage:** \$ \_\_\_\_\_

**Name of Landlord and Telephone:** \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

**Length of Residency:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Name of all persons who will reside in the apartment and, if children, their ages:**

**Names of Adults** \_\_\_\_\_

**Names of Children** \_\_\_\_\_

**Ages of  
Children**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name of all residents in the building known by applicant:**

\_\_\_\_\_

\_\_\_\_\_

**6810 Equities, Inc.  
Applicant Information**

**Number and type of pets that will live in apartment. For dogs indicate species, weight, and height.**

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**List any musical instruments played by Applicants and the extent they are played at home:**

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**Address, brief description, and future plans for any additional residence owned or leased:**

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**Names of all civic and community organizations, clubs, society memberships, fraternities & honorary societies to which applicant belongs:**

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Special remarks: Please give any additional information which may be pertinent or helpful as an indication of the nature of the applicants occupancy

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**I declare that I have examined this application and to the best of my knowledge, it is true, correct and complete. I acknowledge receipt, have read, and agree to adhere to the House Rules and Alteration Agreement of 6810 Equities, Inc.**

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Co-Applciant:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**6810 EQUITIES INC.**

We understand and acknowledge that 6810 Equities Inc. does not allow washer & dryers at no time during ownership and or sublease of the apartment

If there is a washer and dryer in the apartment it must be removed before a closing date is scheduled. You must contact the property manager Jodee Sarisky to inspect your apartment prior to closing. 516-876-4800

Seller: \_\_\_\_\_ Apart# \_\_\_\_\_ Date: \_\_\_\_\_

Seller: \_\_\_\_\_ Apart# \_\_\_\_\_ Date: \_\_\_\_\_

Purchaser: \_\_\_\_\_ Date: \_\_\_\_\_

Purchaser: \_\_\_\_\_ Date: \_\_\_\_\_

State: New York  
County:

Sworn to before me this  
day of 20\_\_\_\_.

Notary: \_\_\_\_\_

# FINANCIAL STATEMENT

Name (s) \_\_\_\_\_

Address \_\_\_\_\_

The following is submitted as being a true and accurate statement of the financial condition of the undersigned on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

ASSETS			LIABILITIES		
	Applicant	Co-Applicant		Applicant	Co-Applicant
Cash in banks			Notes Payable:		
Money markets Funds			To Banks		
Contract Deposit			To Relative		
Investments: Bonds & Stocks -see schedule			To Others		
Investment in Own Business			Installment Accounts Payable:		
Accounts and Notes Receivable			Automobile		
Real Estate Owned - see schedule			Other		
Year      Make			Other Accounts Payable		
Automobiles:			Mortgages Payable on Real		
Personal Property & Furniture			Estate - see schedule		
Life Insurance			Unpaid Real Estate Taxes		
Cash Surrender Value			Unpaid Income Taxes		
Retirement Funds/IRA			Chattel Mortgages		
401K			Loans on Life Insurance Policies		
KEOGH			(Include Premium Advances)		
Profit Sharing/Pension Plan			Outstanding Credit Card Loans		
Other Assets			Other Debts - itemize		
<b>TOTAL ASSETS</b>			<b>TOTAL LIABILITIES</b>		
			<b>NET WORTH</b>		
<b>COMBINED ASSETS</b>					
<b>SOURCE OF INCOME</b>					
	Applicant	Co-Applicant	<b>COMBINED</b>		
Base Salary			<b>CONTINGENT LIABILITIES</b>		
Overtime Wages			As Endorser or Co-maker on Notes	\$	
Bonus & Commissions			Alimony Payments (Annual)	\$	
Dividends and Interest Income			Child Support	\$	
Real Estate Income (Net)			Are you defendant in any legal action?		
Other Income - itemize			Are there any unsatisfied judgments?		
<b>TOTAL</b>			Have you ever taken bankruptcy? Explain:		
<b>GENERAL INFORMATION</b>					
	Applicant	Co-Applicant	<b>PROJECTED EXPENSES / MONTHLY</b>		
Personal Bank Accounts at					
Savings & Loans Accounts at			Maintenance		
Purpose of Loan			Apartment Financing		
			Other Mortgages		
			Bank Loans		
			Auto Loan		
			<b>TOTAL</b>		

### SCHEDULE OF BONDS AND STOCKS

Amount of Shares	Description (Extended Valuation in Column)	Marketable Value	Non-Marketable Value

### SCHEDULE OF REAL ESTATE

Description and Location	Cost	Actual Value	Mortgage Amount	Maturity Date

### SCHEDULE OF NOTES PAYABLE

Specify any assets pledged as collateral, including the liabilities they secure:

To Whom Payable	Date	Amount	Due	Interest	Pledged as Security

The foregoing financial statement has been carefully prepared, and the undersigned hereby solemnly declare(s) and certify(s) that all the information contained herein is true and correct.

Date \_\_\_\_\_ 20 \_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ 20 \_\_\_\_

Signature \_\_\_\_\_

CREDIT CHECK AUTHORIZATION

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

HOME ADDRESS:  
(LAST SEVEN YEARS): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In connection with my transfer/ purchase/sublet/refinance of property, I authorize the procurement of a credit report on myself. I further authorize all credit agencies, banks, lending institutions and persons to release information they may have about me and release them from any liability and responsibility doing so. This authorization, in original or copy form, shall be valid for this and any future reports that may be requested. Further information may be available upon written request within a reasonable period of time.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Dated*

\_\_\_\_\_  
\_\_\_\_\_

Applicants' Release

Re: Building Address: \_\_\_\_\_

Apartment # \_\_\_\_\_

The undersigned applicant(s) is (are) submitting an application to purchase/sublease the above referenced apartment.

Applicant has submitted payment for certain fees including but not limited to fees to check applicants' credit and to process this application.

Applicant acknowledges that the application to purchase/sublet the apartment may or may not be approved by the Board of Directors of the Cooperative Corporation owning the building in its sole discretion and that if the application is approved or not approved certain costs and expenses will be incurred and the fees described above will not be refunded to the applicants.

The applicant(s) releases both the cooperative corporation and Kaled Management Corp. the managing agent from any liability for the return of these funds incurred in processing the application, and agrees that in the event the applicant seeks recovery of such fees, the applicants shall be liable for all cost and expenses (including attorney's fees) incurred by the cooperative, transfer agent and/or managing agent.

Applicant \_\_\_\_\_

Applicant \_\_\_\_\_

Date: \_\_\_\_\_

Release of Information Authorization

Authorization to obtain Criminal, Credit/Litigation Report

In order to comply with the provision of Section 6.06 (A) of the Federal Fair Credit Reporting Act, I hereby authorize any individual, company or institution to release to Kaled Management Corp. and/or its representative any and all information that they have concerning any Criminal/Litigation activity.

I hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred in furnishing such information.

Print Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## **WINDOW GUARDS REQUIRED**

### **NOTICE TO OWNER**

**You are required by law** to have window guards installed if child 10 years of age or younger live in your apartment.

**Your landlord is required by law** to install window guards in your apartment:

- If you **ask** him to put in window guards at any time (you need not give reason)
- If a child 10 years of age or younger lives in your apartment

**It is a violation of law** to refuse, interfere with installation, or remove window guards where required.

### **CHECK ONE:**

- CHILDREN 10 YEARS OF AGE  
OR YOUNGER LIVE IN MY APARTMENT
- NO CHILDREN 10 YEARS OF AGE OR  
YOUNGER LIVE IN MY APARTMENT
- I WANT WINDOW GUARDS EVEN  
THOUGH I HAVE NO CHILDREN  
10 YEARS OF AGE OR YOUNGER

\_\_\_\_\_  
SHAREHOLDER (PRINT)

\_\_\_\_\_  
SHAREHOLDER(SIGNATURE)

\_\_\_\_\_  
SHAREHOLDER (PRINT)

\_\_\_\_\_  
SHAREHOLDER(SIGNATURE)

### **FOR FURTHER INFORMATION CALL:**

Window Falls Prevention Program  
New York City Department Of Health  
125 Worth Street, Room 222A  
New York, N.Y. 10013  
(212) 566-8082

AFFIDAVIT OF COMPLIANCE WITH  
CARBON MONOXIDE/SMOKE DETECTOR REQUIREMENT  
FOR DWELLINGS

State of New York )

) SS

County of )

The undersigned, being duly sworn, depose and say under penalty of perjury that they are the grantor of the real property or of the cooperative corporation owning real property located at:

Street Address

Unit/Apt.

Borough \_\_\_\_\_ New York, \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ (the "Premises")

That the premises is a one or two family dwelling, or a cooperative apartment or condominium unit and installed in the Premises is an approved and operational carbon monoxide detector of such manufacture, design and installation standards as established by the State of New York Fire Prevention and Building Code Council.

The grantor is in compliance with Subdivision 5(a) of Section 378 of the New York State Executive Law. (The signature of at least one grantor is required and must be notarized).

Name of Grantor

Name of Grantee

Signature of Grantor

Signature of Grantee

Sworn to before me

This \_\_\_\_\_ date of \_\_\_\_\_ 20\_\_.

Sworn to before me

This \_\_\_\_\_ date of \_\_\_\_\_ 20\_\_\_\_

These statements are made with the knowledge that a willfully false representation is unlawful and is punishable as a crime of perjury under Article 210 of the Penal Law.

This Affidavit of Compliance with Carbon Monoxide/Smoke Detector Requirement is for informational purposes.



## Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

### Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

### Seller's Disclosure

- (a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):
- (i) ☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).
- (ii) ☐ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.
- (b) Records and reports available to the seller (check (i) or (ii) below):
- (i) ☐ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).
- ☐ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

### Purchaser's Acknowledgment (initial)

- (c) \_\_\_\_\_ Purchaser has received copies of all information listed above.
- (d) \_\_\_\_\_ Purchaser has received the pamphlet *Protect Your Family from Lead in Your Home*.
- (e) Purchaser has (check (i) or (ii) below):
- (i) ☐ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or
- (ii) ☐ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

### Agent's Acknowledgment (initial)

- (f) \_\_\_\_\_ Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

### Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Seller	Date	Seller	Date
Purchaser	Date	Purchaser	Date
Agent	Date	Agent	Date

**THE REAL ESTATE BOARD OF NEW YORK, INC.  
SPRINKLER DISCLOSURE LEASE RIDER**

Pursuant to the New York State Real Property Law, Article 7, Section 231-a, effective December 3, 2014 all residential leases must contain a conspicuous notice as to the existence or non-existence of a Sprinkler System in the Leased Premises.

Name of buyer(s): \_\_\_\_\_

Lease Premises Address: \_\_\_\_\_

Apartment Number: \_\_\_\_\_

Date of Closing: \_\_\_\_\_

(the "Leased  
Premises")

**CHECK ONE:**

1. ☐ There Is NO Maintained and Operative Sprinkler System In the Leased Premises.
2. ☐ There Is a Maintained and Operative Sprinkler System In the Leased Premises.

A. The last date on which the Sprinkler System was maintained and Inspected was on \_\_\_\_\_.

A "Sprinkler System" is a system of piping and appurtenances designed and installed in accordance with generally accepted standards so that heat from a fire will automatically cause water to be discharged over the fire area to extinguish it or prevent its further spread (Executive Law of New York, Article 6-C, Section 155-a(5)).

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**Acknowledgment & Signatures:**

I, the Buyer, have read the disclosure set forth above. I understand that this notice, as to the existence or non-existence of a Sprinkler System is being provided to me to help me make an informed decision about the Leased Premises in accordance with New York State Real Property Law Article 7, Section 231-a.

Buyer:	Name: _____	Date _____
	Signature: _____	
	Name: _____	Date: _____
	Signature: _____	
Seller	Name: _____	Date _____
	Signature _____	



CORPORATE OFFICE  
7001 BRUSH HOLLOW ROAD  
SUITE 200  
WESTBURY, NY 11590  
TEL: (516) 876-4800  
FAX: (516) 876-6812  
WWW.KALED.COM

ASSET MANAGEMENT  
757 THIRD AVENUE  
SUITE 2028  
NEW YORK, NY 10017  
(212) 376-5508

EMAIL: INFO@KALED.COM

# MEMO

**To:** All Residents of  
6810 Equities Inc.

**From:** Jodee Sarisky,  
Kaled Management Corp.

**Re:** Contact Information

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House Rules require each shareholder to provide contact information for use in an emergency or for any other reason when management needs to contact a resident.

You can either email this information to Gabriel Turri at [gturri@kaled.com](mailto:gturri@kaled.com) or you can fill out this memo and return it to Jorge the super.

Thank you in advance for your anticipated cooperation.

---

LEXINGTON HOUSE

**Name(s):** \_\_\_\_\_

**Apt.Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Home #** \_\_\_\_\_

**Cell #** \_\_\_\_\_

**Emergency Contact-Name and #** \_\_\_\_\_

The New York City Department of Finance requires that management companies provide information of all eligible cooperative Shareholders and condominium Unit Owners in order to receive the NYC real estate tax abatement credits.

Please fill out the attached survey form as best as you can in its entirety by referring to your proprietary lease for your survey answers. This information will only be used to update your records in our system as well as to report to the NYC Department of Finance regarding the residency status of all our shareholders in order for the city to determine eligibility for the co-op tax abatement.

*Please note, it is important to complete the survey in it's entirety for us to be able to update your information with  
NYC Department of Finance.*

Please feel free to reach out to us at 516-876-4800 or email us at [coopabatement@kaled.com](mailto:coopabatement@kaled.com) should you require any assistance.

**\*\* Please Return in Enclosed Envelope or Email To: coopabatement@kaled.com \*\***

**COOP ABATEMENT RESIDENT VERIFICATION SURVEY**

1. Name of all shareholders listed on the proprietary lease (separate with commas if multiple)

\_\_\_\_\_

2. Do you own more than 3 units within the same property? Yes / No

Full address with unit number(s) \_\_\_\_\_

3. Is your Unit or at least one of your units your primary residence? Yes / No

4. Is your unit sponsor owned? Yes / No

5. Is your unit owed by a trust? Yes / No

If your unit is owned by a trust, are you the trustee or beneficiary living there with unit being your primary residence? Yes / No

6. Please list the social security number or the tax ID number of all shareholders on the proprietary lease:

\_\_\_\_\_

7. Have there been any circumstances or changes in residency since January 1, 2018 that may require updated information to be submitted to the city? Yes / No

Please state the reason for this change: \_\_\_\_\_

**\*\*Please send proof of primary residency together with this survey \*\* (example: copy of State ID)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Shareholder Name \_\_\_\_\_

Building Address \_\_\_\_\_

Unit # \_\_\_\_\_

Dear Shareholder:

This is to inform you that there are various Real Estate Tax Abatements available through NYC Department of Finance as well as New York State which you may be eligible to receive.

The first is the NYC Coop Abatement; this abatement is already established for all unit owners at this address, providing this is their Primary Residence. In order for your unit to receive this abatement NYC Department of Finance, requires that the Board or Kaled Management as the managing agent of the building submit a Change of Shareholder Ownership Form.

In order for us to do so, we need confirmation from you attesting that this will or will not be used as your primary residence. Please sign below, to acknowledge Primary or Non-Primary Residency for this property in New York State.

Other Abatements offered by NYC Department of Finance must be completed and submitted by you the owner. These abatements include Senior Citizen, Veterans, Disability and others. The application for these abatements can be found on NYC Department of Finance web site.

The remaining abatement is the STAR Program (School Tax Relief) this must be applied through New York State. The application must be completed and submitted by you the owner. Applications and information regarding this abatement is available at New York State.gov web site.

KALED MANGEMENT AS AGENT

SHAREHOLDER SIGNATURE \_\_\_\_\_  
PRIMARY ( ) NON-PRIMARY ( )

DATE \_\_\_\_\_

# 6810 EQUITIES, Inc. HOUSE RULES

## The Lexington House

6810 108 Street  
Forest Hills, New York 11375

Updated May 1, 2023

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Change Control		
Date	Version	Updates
May 23, 2008	Baseline House Rules	<ul style="list-style-type: none"><li>• N/A</li></ul>
Apr. 23, 2013	Subletting HR.46	<ul style="list-style-type: none"><li>• Amended</li></ul>
May 31, 2018 May 1, 2023	Current Version- Revised	<ul style="list-style-type: none"><li>• Reformat document;</li><li>• Add HR 52, 53, 54, 55</li><li>• Modify HR48a</li><li>• 5/1/23, add HR 56</li></ul>

## I. GENERAL RULES

- (1) The House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Lessor in accordance with the terms of the Proprietary Lease.
- (2) Any consent or approval given under these House Rules by the Lessor shall be revocable at any time by the Board of Directors.
- (3) The Board of Directors may, at its discretion, allow exceptions to the rules. Such exceptions will be recorded in writing.
- (4) Complaints regarding the services of the building shall be made in writing to the Managing Agent of the Lessor. Complaints regarding the Managing Agent shall be made in writing to the Board of Directors.
- (5) During regular working hours, activities of employees of the Cooperative Corporation are for the benefit of the entire Corporation. These employees are prohibited from performing private work for residents, whether on or off property, during regular working hours. Any damage to Corporation property caused by an employee working for a resident outside regular working hours is the responsibility of the resident.
- (6) An administrative fee of 5% is charged to the monthly bill of all Lessees on any unpaid balance from the previous month and on any previous month's payment made after the 10<sup>th</sup> of that month. Additional administrative charges at the same 5% rate will be made for every month that an unpaid balance continues outstanding. Moreover, the administrative fees are cumulative and will be charged on previous unpaid administrative fees. Cumulative fees if not satisfied while the shareholder resides in the building will be collected when the shareholder sells the unit.

Lessees are also charged the current bank rate for returned checks plus an administrative fee.



## II. COMMON AREAS

- (7) Public areas and stairways shall not be obstructed or used for any purpose other than ingress to and egress from the apartments.
- (8) No client of any resident practicing a profession in the building shall be permitted to wait in the lobby. (Such use of an apartment is limited under Paragraph 14 of the Lease Agreement.)
- (9) Residents shall not play in the public halls, stairways, solariums, elevators, back porch, gardens or in the laundry room. The use of roller skates and blades is forbidden in these areas.
- (10) No public hall of the building shall be decorated or furnished by any Lessee in any manner without prior consent of the Lessor. No article shall be placed in the halls, staircases, landings or solariums. However, placing a doormat outside the front door of an apartment is permitted as an exception to this rule. Temporary celebratory decorations on doors are also permitted.
- (11) Common areas are not to be defaced. Writing on the walls or in the elevators is prohibited. The tone and elegance of the building are not to be lowered by lewd or obscene writings, drawings or other markings added to posted notices.
- (12) No bicycle, scooter or similar vehicle shall be allowed to stand in the public halls, passageways or building gardens. The same prohibition applies to baby carriages, strollers, shopping carts and the like.  
  
12a. The only exception to this rule is for bicycles kept in the basement bicycle racks. These should be locked since the Corporation is not responsible for loss or damage.
- (13) To prevent damage to the lobby and interior surfaces, shopping carts, bicycles and similar vehicles are to be brought in and out of the building only through the basement service entrance.
- (14) The roof may only be used as follows.
  - By residents plus their guests accompanied by a resident,
  - Between 7am and 10pm,
  - Only the deck portion may be used,
  - Children under 16 years must be supervised by an adult,
  - No food or beverages allowed on the roof,
  - No playing or creating excessive noise, including fireworks, is prohibited,
  - No pets allowed,

- Nothing shall be thrown over the parapet,
  - No smoking in the solarium or on the roof.
- (15) The use of the rear yard and rear porch is prohibited except for residents engaged in quiet activities. These areas are not to be used for playing. Bicycles and similar vehicles are prohibited. Children under sixteen must be accompanied by an adult and should generally conform to quiet adult behavior. Chairs may be used on the porch only, but not left there.
- (16) The squash court is not operational and may not be used by residents. It is in use for the Corporation for purposes of storage.
- (17) No smoking in common areas including the basement.
- (18) Residents shall use the available laundry facilities only upon such days during such hours as may be designated and posted by the Lessor.

### III. DELIVERIES AND VISITORS

- (19) When the front door is in attendance, all guests, visitors and trades persons will be stopped at the front door and announced on the intercom system. No visitors will be admitted unless resident approval is given.
- 19a. When the front door is unattended, the outside intercom will be used. Always ask for verbal and visual identification before allowing entry to the building, even if someone is expected. Do not respond to the buzzer simply by buzzing back. Compliance in this regard is critical for the protection of every resident.
- (20) Large deliveries of packages, groceries, laundry, etc., must be through the basement service entrance. However, restaurant food, newspapers and small packages may be delivered through the front door provided rule (19) above is observed.
- 20a. Deliveries cannot be accepted unless the resident is at home or has made prior arrangements with building staff or a neighbor. The Corporation does not assume responsibility for any deliveries
- 20b. Carts are available in the basement for the transport of groceries and luggage to apartments. Carts in the basement should be returned to the basement after being used. They are the property of the building.
- (21) Furniture and large appliance deliveries etc., should be made Monday through Friday between 8am and 6pm only unless special permission is asked for and granted. The Superintendent must be notified of such

deliveries at least the day before, so that the elevators can be padded for protection. Staff on duty will supervise the delivery and inspect the elevator and public hallways for damage after the delivery. Shareholders are responsible for damage to the building caused by a delivery. Time in and time out of persons making a delivery will be recorded in the log book in the basement.

- (22) Trunks and heavy baggage shall be taken in or out of the building only through the basement service entrance.
- (23) Contractors, plumbers, electricians, painters etc., coming to perform work must use the basement entrance. All such visitors must sign their entry into and exit from the building in the log book. The Superintendent must be given at least 24 hour advance notice of such visits.
- (24) Commercial flyers and circulars are not to be distributed throughout the building but rather should be left for residents to pick up, either just inside or just outside the front door. Persons wishing to distribute these flyers frequently buzz any apartment to gain access and sometimes give a false identity such as postman. To the best of your ability do not provide access.

24a. Residents should on no account allow strangers to enter and roam the building at will. This may sometimes be embarrassing but it is a security measure especially important while there is not 24-hour doorman service.

- (25) Residents are required to inform Management in writing of the names of any non residents whom they have provided with building or apartment keys. This measure is to ensure proper security for the building.
- (26) Moving in or out of the building shall be done between 8am and 6pm on weekdays. The Superintendent must be notified by entry in the log book 48 hours in advance so that the elevator can be prepared for the move. Moving will not be permitted on weekends, legal holidays or high holy days unless specifically authorized in advance by the Lessor.
  - 26a. A refundable deposit will be required in advance of any move, in or out. This deposit may be used to offset any damage that may occur or any unusual labor requirements such as overtime. Nevertheless, the party making the move, whether purchaser, seller, shareholder or tenant, is responsible for all such costs not limited to the deposit amount. The Superintendent will inspect for damage after the move.
  - 26b. Hoisting of furniture or other large objects on the exterior of the building is prohibited, except with prior written consent of the Managing Agent.

## DOORS, WINDOWS, TERRACES AND EXTERIORS

- (27) No article shall be hung or shaken from the doors, windows, terraces or balconies, or placed upon the exterior window sills of the building.
- (28) No exterior shades, awnings, window guards, ventilators, fans or air conditioning devices shall be used in and about the building except those expressly approved by the Managing Agent as to quality, size, placement and material. No fixtures shall be placed in or on the exterior building walls, or outside or protruding from the windows.
- (29) No wires of any kind may be run along or from the exterior of the building, or across any common area. In particular, this applies to telephone lines. No radio or television aerial shall be attached to or hung from the exterior of the building.
- (30) No sign, notice or advertisement shall be inscribed or exposed on or at any window or other part of the building, except on bulletin boards or as shall have been approved in writing by the Lessor or the Managing Agent.
- (31) Window guards, of standard and approved design, must be installed in each window of an apartment that is a residence of a child under the age of ten. New York City requires the Corporation to comply with this law. Installation and materials are provided by the Lessor.
- (32) Residents whose apartments have access to individual terraces and patios are responsible for upkeep and maintenance of these areas. Terraces and patios are to be kept clean, orderly and free from debris at all times. There should be no mattresses, clothing lines or out unsightly obstructions on the terraces. Cooking on the terraces is prohibited.
- (33) Any plantings on terraces and balconies shall be in good taste and generally accord with the quality and tone of appearance of the building. Moreover, any such plantings and their containers shall be maintained by the Lessee in a condition that poses no danger and does not lead to damage to the building
- (34) Lessees shall keep apartment windows clean.

#### IV. APARTMENT INTERIORS

- (35) No resident shall make or permit any disturbing noises in the building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other residents. No resident shall play upon, or suffer to be played upon, any musical instrument, or permit to be operated any phonograph, radio or television between the hours of 11pm and the following 8am, if the same shall disturb or annoy the occupants of the building.
- (36) Water closets, toilets, sinks, tubs and showers shall not be used for any purpose other than those for which they were constructed. The cost of repairing any damage resulting from misuse of any water apparatus shall be paid for by the Lessee in whose apartment shall have been caused. Sweepings, rubbish, rags or other articles shall not be thrown in the water closets or otherwise disposed of through the plumbing system. Water closets are not to be used for garbage disposal. The sink is for maintenance purposes only.
- (37) Unless expressly authorized by the Board of Directors in each case, the floors of each apartment must be covered with rugs or carpeting or equally effective noise reducing material to the extent of at least 80% of the floor area of each room excluding only kitchens, pantries, bathrooms, and closets.
- (38) No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale or open house be held in any apartment without the consent of the Managing Agent.
- (39) The Managing Agent or Superintendent will inspect each apartment at least once annually by appointment, or more often if deemed necessary by the Board of Directors, to check on the condition of the building and mechanical systems and to monitor compliance with the House Rules.
- (40) It is the policy of the Corporation to maintain the building in pest free condition. To that end, and generally to control vermin, insects and other pests, the Corporation provides exterminator service on a regular periodic basis. Residents are required to provide apartment access for the exterminator. Residents are advised in advance of the exterminator schedule in the building. Experience has shown that the absence of pests in an apartment is not sufficient reason for dispensing with fumigation or some other effective pest control measure in that apartment if the building as a whole is to be kept uninfested.

- (41) Smoke detectors and carbon monoxide detectors, required by law, have been installed in every apartment. Maintenance is the responsibility of each apartment resident. Test monthly by pressing button which will cause alarm to sound. Change battery annually or more frequently if necessary. Only functioning detectors will give warning of danger.
- (42) The Superintendent must have access to all apartments in the event of emergency. To this end, residents must leave a complete set of keys for apartment access with the Superintendent who keeps them in a coded system. Failure to provide keys is not acceptable to the Corporation, is potentially dangerous in an emergency and may subject the resident to additional liability because of damage caused while gaining access to the apartment.
- (43) Lessee may not alter, remodel, renovate, add to or otherwise engage in construction in or about his or her apartment without prior written consent of the Lessor. Likewise, Lessee shall not make any attachments to the plumbing lines or add to the electrical system without prior written approval of the Lessor. Guidelines for obtaining Lessor approval will be provided upon request. To grant approval, the Board of Directors will impose any conditions deemed necessary or advisable to maintain the standard and good condition of the building. Licensed and insured contractors are required.
- (44) Construction, repair, remodeling, renovation, alteration or additions to a Lessee's apartment shall be confined to the hours of 8am and 6pm on weekdays. No such work may be performed on Saturday, Sunday, any legal holiday or high holy days, unless specifically approved in advance by the Lessor.  
  
44a. Painting is an exception in that it may be performed on any day of the week provided it is not combined with other work of a noisy nature.
- (45) No clothes washing machines will be permitted to be installed into any apartments.

## V. SUBLETTING

- (46). House Rule 46 was amended on April 16, 2013 by the Board of Directors of 6810 Equities, Inc. at a meeting held on April 16, 2013. Shareholders were notified.

Effective April 16, 2013:

Sublets will now be allowed with the following rules and limitations:

46a. Those wishing to sublet their apartment must be a shareholder of 6810 Equities, Inc. for at least two (2) years.

46.b. Shareholders will only be allowed to sublet one time, with a maximum term of two consecutive years.

46c. All sublease must be a minimum term of one (1) year.

46d. Shareholders seeking to sublet their apartment must be granted approval by the Board of directors of 6810 Equities, Inc. by submitting a completed sublet application package. The proposed sub-tenant must also be interviewed by the Board.

See **House Rule 53** regarding short-term subletting.

## VI. GARBAGE

(47) This building is equipped with trash compactors located in the basement. Compactor closets, equipped with chutes to the basement compactor, are located on each floor. Signs with instructions on the proper use of the compactor have been placed on the wall above each chute. Fire extinguishers in case of emergency have been installed in every compactor closet.

47a. Garbage should be well drained and securely wrapped and tied in plastic bags. Garbage bags should not be allowed to drip on the landings. Bags should be placed in the compactor chutes and not be left in the chute openings nor in the chute closets, nor in the hallways.

47b. Glass, metal, metal foil and plastic objects shall not be placed in the chutes but put in the recycling bins. Newspapers, magazines, books and corrugated cardboard should be stacked in the compactor chute closets as indicated. Bottles and cans should be rinsed before disposal. Recycling of these materials is now required by State law.

47c. Apart from items for recycling, no garbage should be left in the compactor chute closets. Moreover, no garbage, cigarette butts or chewing gum should be left on the stairways, landings or any other public area. Residents should clean up any garbage they accidentally drop in public areas.

47d. Vacuum cleaner bags should not be emptied directly into the compactor chutes but should be securely wrapped in an outer plastic bag before disposal down the chute.

47e. It is unlawful to throw the following items down the compactor chutes: unwrapped carpet sweepings, naphthalene camphor balls, floor scrapings, oil soaked rags, empty paint or aerosol cans, inflammable, explosive or noxious substances and lighted cigarette or cigar stubs. Inflammable, explosive and noxious substances, as well as empty paint cans, should be brought to the basement for disposal by building staff.

47f. Cartons, boxes, crates or large items for disposal shall be taken directly to the basement and left in the designated area near the compactor. The same shall be done by residents with any garbage item that is not suitable for recycling nor for disposal down the chute in a plastic bag.

47g. Cat litter should be disposed of in the basement receptacles, not thrown down the chute.



## VII. PETS

- (48) No bird or animal or pet of any kind shall be kept or harbored in the building unless expressly permitted in each instance by the Lessor in writing. Such permission shall be revocable by the Lessor. In no event shall dogs be permitted on elevators or in any of the public portions of the building unless carried or on leash. Dogs are not allowed in the laundry room.

48a. No pet should be permitted to evacuate or urinate in the common areas, nor in the gardens and grassy areas surrounding the building, nor in the entrance path. With regard to the sidewalks and curbs surrounding the property, residents should abide by the "pooper scooper" law.

In addition, with respect to building cleanliness, maintenance and sanitary considerations, dog owners are not permitted to allow their pets access to the backyard, porch area or, the grassy areas surrounding the building. Also see HR 48b.

48b. Dogs are part of the interview process and must attend the interview. Dogs may only enter and exit the premises via the building basement. The Lexington House does not in principle allow dogs. Dogs are only allowed on a case by case basis provided the standard of the building is not adversely affected.

48c. No pigeons or other birds or animals shall be fed from window sills, terraces, balconies or in the yard, gardens, common areas or street sidewalks adjacent to the building.

48d. Damage to the Corporation caused by a pet is the responsibility of the pet owner.

Also see **House Rule # 54** regarding registered service dogs.

## VIII. STORAGE BINS

- (49) Highly inflammable, noxious or explosive materials shall not be kept in basement storage bins. Contents and arrangement of storage bins must conform to the Fire Department code. Penalties for violation of that code are the shareholder's responsibility. The Corporation is not responsible for loss or damage for items placed in storage bins.
- (50) Storage bins may not be sublet or assigned by Lessees. Storage bins are assigned by the Lessor and may be reassigned. A monthly charge is levied on any Lessee having more than one storage bin.
- (51) The Corporation has the right to inspect the bins once a year. If the bin is over stuffed, the shareholder will be notified to remove items from the bin. The inspection will be done by a staff member and the results reported to the Board.

## IX. OTHER HOUSE RULES AND AMENDMENTS

- (52) In addition to the prohibition of washing machines in House Rule 45, those apartments with existing as of November 1, 2017 permitted to remain. However, washing machines cannot be replaced if removed.

52a. When the apartment is sold, the washing machine must be removed by the selling shareholder prior to closing and must be certified by building management. Closing will be delayed if the washing machine is not removed.

- (53) Short-term rentals through Air BNB and similar services are prohibited in their entirety. There are no exceptions.
- (54) Dogs permitted subject to House Rule 48 must enter and /or exit the building through the basement service door.

54a. Service dogs are exempt from this rule. Service dog owners must submit a copy of their pet's registration to Building management. Service dogs can be registered through this site  
[US Dog Registry - Service Dog Registration and Supplies](#)

- (55) Air conditioners: With concern for safety House Rules are amended May 31, 2018 that prohibit air conditioner installation in windows that are over terraces and balconies.

55a. Residents who have air conditioners in place prior to the new rule effective date are grandfathered and do not have to remove the current units. However, upon sale of the apartment the new shareholder will be subject to the prohibition.

55b. Apartments 2C, 2D, 2E and 2F are exempt as they have balconies/terraces and are allowed, at their discretion and risk, to install air conditioning units in the door transoms.

- (56) No bicycle, e-bike, scooter, or any other mobility device powered by a lithium ion battery shall be permitted in any common area, apartment, storage area, basement, terrace, balcony, or any other space within the building or any adjoining area. This rule shall not apply to any mobility device used in compliance with the Americans with Disabilities Act ("ADA")

Should any such device be identified within any of the spaces enumerated in this Rule, the Corporation shall demand removal and immediate compliance.

In the event of a violation of this rule, and a fire or other casualty occurs, the Lessee or occupant shall indemnify and hold harmless the Corporation or any damaged parties for any and all losses resulting from such violation.

Furthermore, the Corporation reserves the right to all other enforcement mechanisms, including the Termination of the Proprietary Lease and eviction proceedings.

## Amend House Rules Section III January 2021

### MOVE IN AND DELIVERY DEPOSIT

At this time we would like to remind all residents that a \$1,000.00 refundable deposit is required for all moves in/out of the building. In addition, a refundable \$250.00 deposit is required for any large item delivery. A large item would be furniture or appliances, or anything else that requires a delivery to your apartment, not a package that is to be left in the lobby. Whether or not someone is actually moving in or out, the intent of the rule is to protect the building from any damage. Please remember to notify the Super or Management whenever such moves or deliveries are scheduled, so that the elevators can be padded properly.

68-10 Equities, Inc.  
The Lexington House  
68-10 108<sup>th</sup> Street  
Forest Hills, NY 10375

July, 2018

Dear Shareholders/Residents:

68-10 Equities, Inc. is hereby giving notice to all residents and shareholders of the Coop's smoking policy pursuant to New York City's newly enacted Local Law 147/2017 which policy is in accord with the existing NYC 2002 Smoke Free Air Act (the "Act"). This act was implemented due to the fact that the harmful effects of secondhand smoke caused by indoor smoking are simply too great to ignore.

68-10 Equities, Inc. has been, and will continue to be in compliance with the Act and be smoke-free in all enclosed areas except within a shareholder's actual dwelling unit and all common outdoor areas except as below. This means that there will be no carrying or use of a lit tobacco product, including e-cigarettes, hookahs and vaporizers (meaning any electronic device that provides a vapor of liquid nicotine and/or other substances to the user as she or he simulates smoking), in any indoor common spaces including but not limited to, porches, vestibules, laundry rooms, garages/parking lots, playgrounds and as may otherwise be prohibited by law. In addition, smoking shall be forbidden on any terraces within the apartments or within 100 feet of any entrance to the building that make up the cooperative.

- The Coop's smoking policy always has been, and will continue to be, applicable to all shareholder-tenants, subtenants, invitees of tenants, guests and any other person on the premises, maintenance personnel and staff.
- In accordance with Local Law 147, in the event a shareholder shall sublease his/her unit, the shareholder must incorporate this smoking policy into any sublease. Any shareholder selling the shares appurtenant to their unit must incorporate this smoking policy into the contract of sale. The Coop notes that Local Law 147 provides for civil penalties levied by the Board of Health in the event these required disclosures are not complied with; specifically, Local Law 147 provides for civil penalties in the event of any violation as follows: First violation: \$200 to \$400; Second violation, if within 12-months of first violation: \$500 to \$1000; Third or subsequent violation, within 12-month period: \$1000 to \$2000
- The Board will be amending the Coop House Rules to incorporate the Coop's smoking policy set forth above in accordance with local Law 147 and will distribute to all Shareholders a copy of the Amended House Rules as soon as same are available.

Thank you for your cooperation and compliance with the Coop's smoking policy and the

Act.

Very truly yours,  
Board of Directors

## **NOTICE DISCLOSING TENANTS' RIGHTS TO REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES**

### **Reasonable Accommodations**

The New York State Human Rights Law requires housing providers to make reasonable accommodations or modifications to a building or living space to meet the needs of people with disabilities. For example, if you have a physical, mental, or medical impairment, you can ask your housing provider to make the common areas of your building accessible, or to change certain policies to meet your needs.

To request a reasonable accommodation, you should contact your property manager by calling 516-876-4800, or by e-mailing [info@kaled.com](mailto:info@kaled.com). You will need to show your housing provider that you have a disability or health problem that interferes with your use of housing, and that your request for accommodation may be necessary to provide you equal access and opportunity to use and enjoy your housing or the amenities and services normally offered by your housing provider.

If you believe that you have been denied a reasonable accommodation for your disability, or that you were denied housing or retaliated against because you requested a reasonable accommodation, you can file a complaint with the New York State Division of Human Rights as described at the end of this notice.

Specifically, if you have a physical, mental, or medical impairment, you can request:

- Permission to change the interior of your housing unit to make it accessible (however, you are required to pay for these modifications, and in the case of a rental your housing provider may require that you restore the unit to its original condition when you move out);
- Changes to your housing provider's rules, policies, practices, or services;
- Changes to common areas of the building so you have an equal opportunity to use the building. The New York State Human Rights Law requires housing providers to pay for reasonable modifications to common use areas.

Examples of reasonable modifications and accommodations that may be requested under the New York State Human Rights Law include:

- If you have a mobility impairment, your housing provider may be required to provide you with a ramp or other reasonable means to permit you to enter and exit the building.
- If your doctor provides documentation that having an animal will assist with your disability, you should be permitted to have the animal in your home despite a "no pet" rule.
- If you need grab bars in your bathroom, you can request permission to install them at your own expense. If your housing was built for first occupancy after March 13, 1991 and the walls need to be reinforced for grab bars, your housing provider must pay for that to be done.
- If you have an impairment that requires a parking space close to your unit, you can request your housing provider to provide you with that parking space, or place you at the top of a waiting list if no adjacent spot is available.
- If you have a visual impairment and require printed notices in an alternative format such as large print font, or need notices to be made available to you electronically, you can request that accommodation from your landlord.

#### Required Accessibility Standards

All buildings constructed for use after March 13, 1991, are required to meet the following standards:

- Public and common areas must be readily accessible to and usable by persons with disabilities;
- All doors must be sufficiently wide to allow passage by persons in wheelchairs; and
- All multi-family buildings must contain accessible passageways, fixtures, outlets, thermostats, bathrooms, and kitchens.

If you believe that your building does not meet the required accessibility standards, you can file a complaint with the New York State Division of Human Rights.

#### How to File a Complaint

A complaint must be filed with the Division within one year of the alleged discriminatory act. You can find more information on your rights, and on the procedures for filing a complaint, by going to [www.dhr.ny.gov](http://www.dhr.ny.gov), or by calling 1-888-392-3644 with questions about your rights. You can obtain a complaint form on the website, or one can be e-mailed or mailed to you. You can also call or e-mail a Division regional office. The regional offices are listed on the website.



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# **NEW YORK CITY FIRE DEPARTMENT**

2022-2023 Fire and Emergency Preparedness Bulletin  
For New York City Apartment Buildings

## **APARTMENT BUILDING FIRE SAFETY**

### **E-Bike Fire Safety (Fire Safety Hazards Associated with Powered Mobility Devices)**



There have been over 140 e-bike and other lithium-ion structural fires in New York City in the first 10½ months of 2022 alone. Six persons died and 140 persons were injured in these fires. Apartments have been severely damaged.

**WHAT YOU NEED TO KNOW ABOUT E-BIKE FIRE SAFETY**  
(SEE NEXT PAGE)



**E-bikes, scooters, hoverboards and other mobility devices powered by lithium-ion batteries have become popular. Many people store and charge them in their apartments. However, the devices' lithium-ion batteries and chargers present serious fire safety hazards.**

**Immediately stop charging your e-bike  
and call 911 if you notice:**

- Fire or Smoke
- Battery overheating
- Change in battery shape or color
- Battery leaking
- Strange battery smell
- Battery making odd noises

**Powered Mobility Device Fire Safety**

**BUY** only e-bikes or other mobility devices that are **CERTIFIED** by nationally recognized testing laboratory. Look for symbols such as UL, ETL and CSA.

- **WHY?** The laboratories test these products to make sure they meet industry standards and are safe to operate under normal circumstances.

**USE** the original battery, power adapter and power cord supplied with the device, or a manufacturer-recommended and/or a testing laboratory-certified replacement.

- **NEVER** use unapproved batteries/chargers, even if they are much less expensive.
- **WHY?** Unapproved batteries or chargers may not be designed to work with an e-bike or e-bike battery.
- **RESULT:** An unapproved battery may overcharge, overheat and catch on fire.

**PLUG** the e-bike directly into an electrical wall outlet when charging.

- **NEVER** charge an e-bike or e-bike battery with an extension cord or power strip.
- **WHY?** Lithium-ion battery charging requires a lot of electrical current, more than most extension cords and power strips can handle.
- **RESULT:** The extension cord or power cord can overheat and cause a fire.

**CHARGE** your e-bike or other device in a safe facility, not in your apartment, if possible. Ask your building or employer if they can provide a safe charging and storage facility.

- **WHY?** Lithium-ion batteries store a lot of energy and when they overheat they release intense energy. Most apartments are unsprinklered and many furnishings and household items are highly combustible.
- **RESULT:** A fire in your apartment can be devastating.

**MAKE SURE** you have a way out of the apartment in the event of fire!

- **NEVER** charge your e-bike next to the apartment entrance door or any other place where it could prevent your escape.

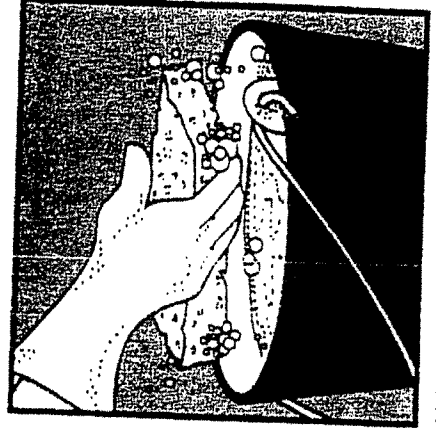
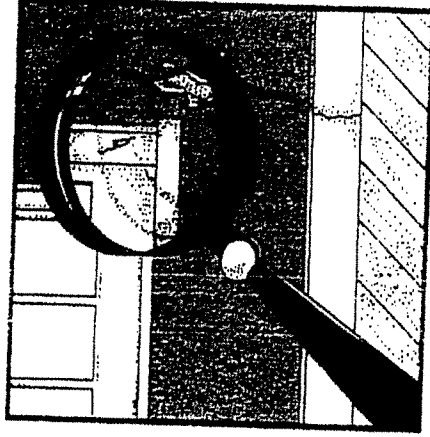
**MONITOR** your e-bike or e-bike battery when it is being charged.

- **READ** the manufacturer's charging and storage instructions and follow them.
- **NEVER** charge the battery overnight or when you are not in the apartment.
- **NEVER** charge an e-bike or e-bike battery on or near your bed or couch, or close to drapes, papers or other combustible materials.

## Simple Steps To Protect Your Family From Lead Hazards

### If you think your home has high levels of lead:

- ◆ Get your young children tested for lead, even if they seem healthy.
- ◆ Wash children's hands, bottles, pacifiers, and toys often.
- ◆ Make sure children eat healthy, low-fat foods.
- ◆ Get your home checked for lead hazards.
- ◆ Regularly clean floors, window sills, and other surfaces.
- ◆ Wipe soil off shoes before entering house.
- ◆ Talk to your landlord about fixing surfaces with peeling or chipping paint.
- ◆ Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).
- ◆ Don't use a belt-sander, propane torch, dry scraper, or dry sandpaper on painted surfaces that may contain lead.
- ◆ Don't try to remove lead-based paint yourself.



# Protect Your Family From Lead In Your Home



United States  
Environmental Protection  
Agency



United States Consumer  
Product Safety Commission

## Checking Your Home for Lead Hazards

**Just knowing that a home has lead-based paint may not tell you if there is a hazard.**

You can get your home checked for lead hazards in one of two ways, or both:

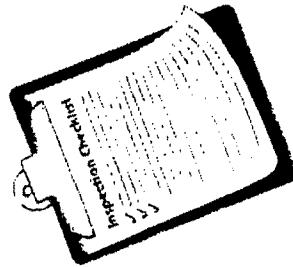
- ◆ A **paint inspection** tells you the lead content of every painted surface in your home. It won't tell you whether the paint is a hazard or how you should deal with it.
- ◆ A **risk assessment** tells you if there are any sources of serious lead exposure (such as peeling paint and lead dust). It also tells you what actions to take to address these hazards.

Have qualified professionals do the work. *The federal government is writing standards for inspectors and risk assessors. Some states might already have standards in place.* Call your state agency for help with locating qualified professionals in your area (see page 12).

Trained professionals use a range of methods when checking your home, including:

- ◆ Visual inspection of paint condition and location.
- ◆ Lab tests of paint samples.
- ◆ Surface dust tests.
- ◆ A portable x-ray fluorescence machine.

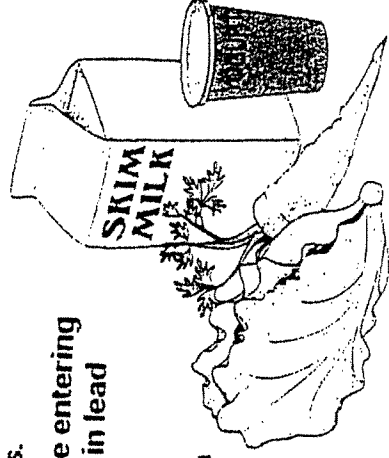
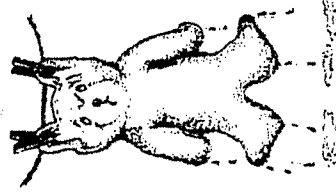
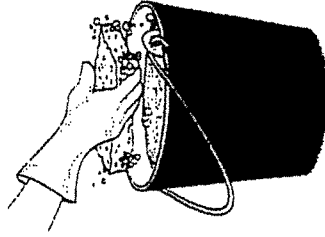
**Home test kits for lead are available, but recent studies suggest that they are not always accurate.** Consumers should not rely on these tests before doing renovations or to assure safety.



## What You Can Do Now To Protect Your Family

If you suspect that your house has lead hazards, you can take some immediate steps to reduce your family's risk:

- ◆ If you rent, notify your landlord of peeling or chipping paint.
- ◆ Clean up paint chips immediately.
- ◆ Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. **REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.**
- ◆ Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.
- ◆ Wash children's hands often, especially before they eat and before nap time and bed time.
- ◆ Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- ◆ Keep children from chewing window sills or other painted surfaces.
- ◆ Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- ◆ Make sure children eat nutritious, low-fat meals high in iron and calcium, such as spinach and low-fat dairy products. Children with good diets absorb less lead.

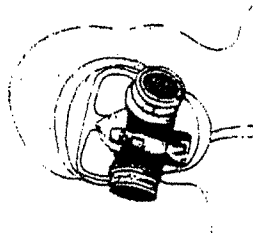


## How To Significantly Reduce Lead Hazards

### Removing lead

improperly can increase the hazard to your family by spreading even more lead dust around the house.

*Always use a professional who is trained to remove lead hazards safely.*



In addition to day-to-day cleaning and good nutrition:

- ◆ You can **temporarily** reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called "interim controls") are not permanent solutions and will need ongoing attention.
- ◆ To **permanently** remove lead hazards, you must hire a lead "abatement" contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not enough.

Always hire a person with special training for correcting lead problems—someone who knows how to do this work safely and has the proper equipment to clean up thoroughly. If possible, hire a certified lead abatement contractor. Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Call your state agency (see page 12) for help with locating qualified contractors in your area and to see if financial assistance is available.

## Where Lead Is Likely To Be a Hazard

Lead-based paint that is in good condition is usually not a hazard.

**Peeling, chipping, chalking, or cracking lead-based paint** is a hazard and needs immediate attention.

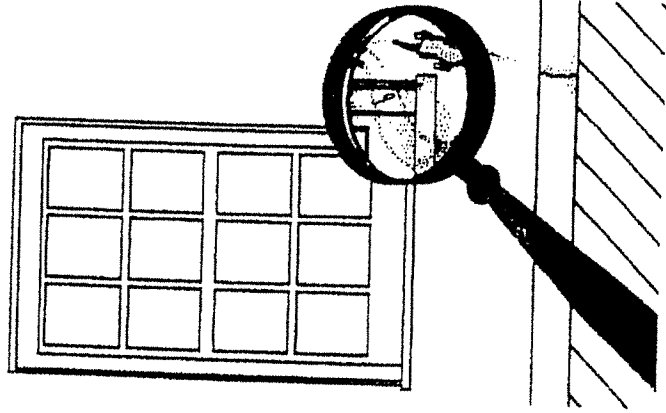
Lead-based paint may also be a hazard when found on surfaces that children can chew or that get a lot of wear-and-tear. These areas include:

- ◆ Windows and window sills.
- ◆ Doors and door frames.
- ◆ Stairs, railings, and banisters.
- ◆ Porches and fences.

**Lead dust** can form when lead-based paint is dry scraped, dry sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when people vacuum, sweep, or walk through it.

**Lead in soil** can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. Call your state agency (see page 12) to find out about soil testing for lead.

**Lead from paint chips, which you can see, and lead dust, which you can't always see, can both be serious hazards**



## Checking Your Family for Lead

**Get your children tested if you think your home has high levels of lead.**

**A simple blood test can detect high levels of lead.** Blood tests are important for:

- ◆ Children who are 6 months to 1 year old (6 months if you live in an older home with cracking or peeling paint).
- ◆ Family members that you think might have high levels of lead.

**If your child is older than 1 year,** talk to your doctor about whether your child needs testing.

Your doctor or health center can do blood tests. They are inexpensive and sometimes free. Your doctor will explain what the test results mean. *Treatment can range from changes in your diet to medication or a hospital stay.*

## Where Lead-Based Paint Is Found

**In general, the older your home, the more likely it has lead-based paint.**

**Many homes built before 1978 have lead-based paint.** The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

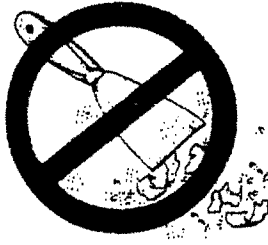
- ◆ In homes in the city, country, or suburbs.
- ◆ In apartments, single-family homes, and both private and public housing.
- ◆ Inside and outside of the house.
- ◆ In soil around a home. (Soil can pick up lead from exterior paint, or other sources such as past use of leaded gas in cars.)

## Remodeling or Renovating a Home With Lead-Based Paint

Take precautions before you begin remodeling or renovations that disturb painted surfaces (such as scraping off paint or tearing out walls):

- ◆ **Have the area tested for lead-based paint.**
- ◆ **Do not use a dry scraper, belt-sander, propane torch, or heat gun** to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- ◆ **Temporarily move your family** (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.

**If not conducted properly, certain types of renovations can release lead from paint and dust into the air.**

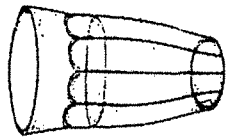


- ◆ **Follow other safety measures to reduce lead hazards.** You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



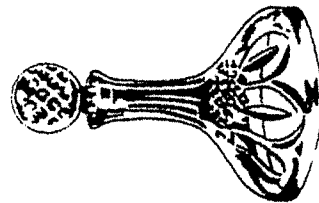
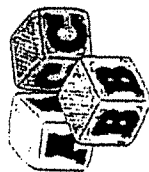
## Other Sources of Lead



- ◆ **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:

- Use only cold water for drinking and cooking.
- Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.

*While paint, dust, and soil are the most common lead hazards, other lead sources also exist.*



- ◆ **The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your clothes separately from the rest of your family's.
- ◆ **Old painted toys and furniture.**
- ◆ **Food and liquids stored in lead crystal or lead-glazed pottery or porcelain.**
- ◆ **Lead smelters** or other industries that release lead into the air.
- ◆ **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture.
- ◆ **Folk remedies** that contain lead, such as "greta" and "azarcon" used to treat an upset stomach.

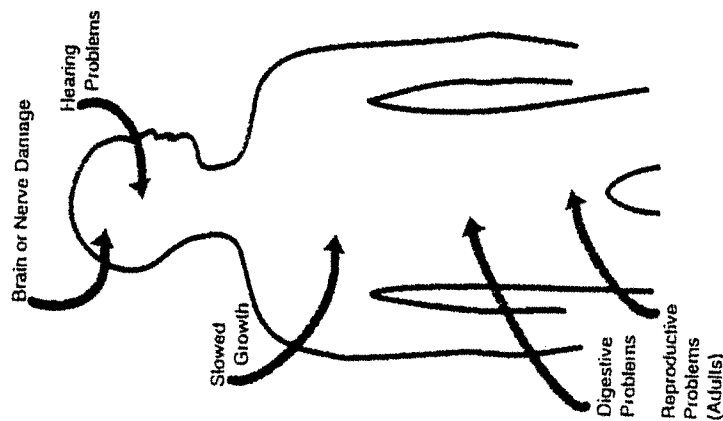
## Lead's Effects

If not detected early, children with high levels of lead in their bodies can suffer from:

- ◆ Damage to the brain and nervous system
- ◆ Behavior and learning problems (such as hyperactivity)
- ◆ Slowed growth
- ◆ Hearing problems
- ◆ Headaches

**Lead is also harmful to adults. Adults can suffer from:**

- ◆ Difficulties during pregnancy
- ◆ Other reproductive problems (in both men and women)
- ◆ High blood pressure
- ◆ Digestive problems
- ◆ Nerve disorders
- ◆ Memory and concentration problems
- ◆ Muscle and joint pain



*Lead affects the body in many ways.*

## Lead Gets in the Body in Many Ways

**1 out of every 11 children in the United States has dangerous levels of lead in the bloodstream.**

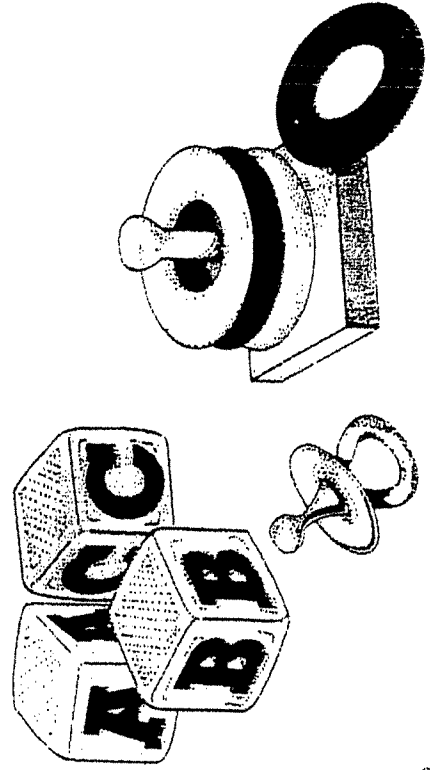
*Even children who appear healthy can have dangerous levels of lead.*

People can get lead in their body if they:

- ◆ Put their hands or other objects covered with lead dust in their mouths.
- ◆ Eat paint chips or soil that contains lead.
- ◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).

**Lead is even more dangerous to children than adults because:**

- ◆ Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.
- ◆ Children's growing bodies absorb more lead.
- ◆ Children's brains and nervous systems are more sensitive to the damaging effects of lead.



## For More Information

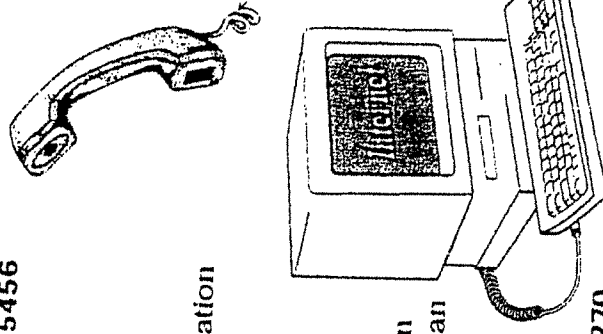
**The National Lead Information Center**  
Call 1-800-LEAD-FYI to learn how to protect children from lead poisoning. For other information on lead hazards, call the center's clearinghouse at 1-800-424-LEAD. For the hearing impaired, call, TDD 1-800-526-5456 (FAX: 202-659-1192, Internet: EHC@CAIS.COM).

**EPA's Safe Drinking Water Hotline**  
Call 1-800-426-4791 for information about lead in drinking water.

**Consumer Product Safety Commission Hotline**

To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call 1-800-638-2772. (Internet: info@cpsc.gov). For the hearing impaired, call TDD 1-800-638-8270.

**Local Sources of Information**



## State Health and Environmental Agencies

Some cities and states have their own rules for lead-based paint activities. Check with your state agency (listed below) to see if state or local laws apply to you. Most state agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards.

State/Region	Phone Number	Missouri	(314) 526-4911
Alabama	(205) 242-5661	Montana	(406) 444-3671
Alaska	(907) 465 5152	Nebraska	(402) 471 2451
Arkansas	(501) 661-2534	Nevada	(702) 687-6615
Arizona	(602) 542 7307	New Hampshire	(603) 271-4507
California	(510) 450 2424	New Jersey	(609) 633-2043
Colorado	(303) 692 3012	New Mexico	(505) 841-8024
Connecticut	(203) 566 5808	New York	(800) 458-1158
Washington, DC	(202) 727-9850	North Carolina	(919) 715-3293
Delaware	(302) 739 4735	North Dakota	(701) 328-5188
Florida	(904) 488 3385	Ohio	(614) 466 1450
Georgia	(404) 657-6514	Oklahoma	(405) 271-5220
Hawaii	(808) 832-5860	Oregon	(503) 248-5240
Idaho	(208) 332 5544	Pennsylvania	(717) 782-2884
Illinois	(800) 545 2200	Rhode Island	(401) 277-3424
Indiana	(317) 382-6662	South Carolina	(803) 935 7945
Iowa	(800) 972 2026	South Dakota	(605) 773 3153
Kansas	(913) 296 0189	Tennessee	(615) 741 5683
Kentucky	(502) 564 2154	Texas	(512) 834-6600
Louisiana	(504) 765 0219	Utah	(801) 536 4000
Massachusetts	(800) 532 9571	Vermont	(802) 863-7231
Maryland	(410) 631-3859	Virginia	(800) 523 4019
Maine	(207) 287-4311	Washington	(206) 753 2556
Michigan	(517) 335 8885	West Virginia	(304) 558 2981
Minnesota	(612) 627-5498	Wisconsin	(608) 266 5885
Mississippi	(601) 960 7463	Wyoming	(307) 777 7391

## IMPORTANT!

### Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

**FACT:** Lead exposure can harm young children and babies even before they are born.

**FACT:** Even children that seem healthy can have high levels of lead in their bodies.

**FACT:** People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips with lead in them.

**FACT:** People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.

**FACT:** Removing lead-based paint improperly can increase the danger to your family.

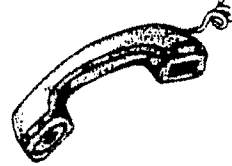
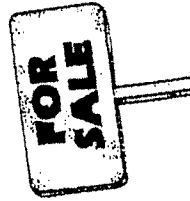
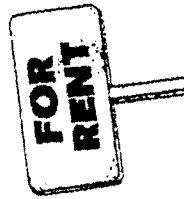
If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.



## Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

**M**any houses and apartments built before 1978 have paint that contains lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.

By 1996, federal law will require that individuals receive certain information before renting, buying, or renovating pre-1978 housing:



**LANDLORDS** will have to disclose known information on lead-based paint hazards before leases take effect. Leases will include a federal form about lead-based paint.

**SELLERS** will have to disclose known information on lead-based paint hazards before selling a house. Sales contracts will include a federal form about lead-based paint in the building. Buyers will have up to 10 days to check for lead hazards.

**RENOVATORS** will have to give you this pamphlet before starting work.

**IF YOU WANT MORE INFORMATION** on these requirements, call the National Lead Information Clearinghouse at 1-800-424-LEAD.

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## EPA Regional Offices

Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

### EPA Regional Offices

**Region 1** (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

John F. Kennedy Federal Building  
One Congress Street  
Boston, MA 02203  
(617) 565-3420

**Region 2** (New Jersey, New York, Puerto Rico, Virgin Islands)

2890 Woodbridge Avenue  
Edison, NJ 08837-3679  
(908) 321-6671

**Region 3** (Delaware, Washington DC, Maryland, Pennsylvania, Virginia, West Virginia)

841 Chestnut Building  
Philadelphia, PA 19107  
(215) 597-9800

**Region 4** (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

345 Courtland Street, NE  
Atlanta, GA 30365  
(404) 347-4727

**Region 5** (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)  
77 West Jackson Boulevard  
Chicago, IL 60604-3590  
(312) 886-6003

**Region 6** (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)  
First Interstate Bank Tower  
1445 Ross Avenue, 12th Floor, Suite 120  
Dallas, TX 75202-2733  
(214) 665-7244

**Region 7** (Iowa, Kansas, Missouri, Nebraska)  
726 Minnesota Avenue  
Kansas City, KS 66101  
(913) 551-7020

**Region 8** (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)  
999 18th Street, Suite 500  
Denver, CO 80202-2405  
(303) 293-1603

**Region 9** (Arizona, California, Hawaii, Nevada)  
75 Hawthorne Street  
San Francisco, CA 94105  
(415) 744-1124

**Region 10** (Idaho, Oregon, Washington, Alaska)  
1200 Sixth Avenue  
Seattle, WA 98101  
(206) 553-1200

## CPSC Regional Offices

**Eastern Regional Center**  
6 World Trade Center  
Vesey Street, Room 350  
New York, NY 10048  
(212) 466-1612

**Central Regional Center**  
230 South Dearborn Street  
Room 2944  
Chicago, IL 60604 1601  
(312) 353-8260

**Western Regional Center**  
600 Harrison Street, Room 245  
San Francisco, CA 94107  
(415) 744-2966