

***SALES APPLICATION***  
**DELANO TENANTS CORP.**  
**99-15 66<sup>th</sup> Avenue**  
**Rego Park, NY 11374**

**Contact Information:**

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

**(516) 876-4800 x313**  
**Susan @Kaled.com**  
**Fax 516-780-8313**

**Bldg. # 324**

**10/2023**



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

## 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.**

**DELANO TENANTS CORP.**  
**99-15 66<sup>TH</sup> AVENUE**  
**REGO PARK, NY 11374**

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**Kaled Management Corp.**  
**7001 Brush Hollow Road**  
**Westbury, NY 11590**  
**(516) 876-4800 x 313**  
**Fax (516) 780-8331**

**SALES REQUIREMENTS – DELANO TENANTS CORP.**

Dear Shareholder,

The following documents must be submitted for consideration by the Board:

1. Purchase Application and Assets and Liabilities statement.
2. Copy of signed Contract of Sale.
3. Reference letter from Previous Landlord.
4. Two (2) letters of reference and One (1) business reference.
5. Copy W-2 forms for prior two (2) years, along with IRS form 1040 tax filing.
6. Letter from employer indicating length of employment/salary, position and likelihood of continued employment and (2) current paystubs.
7. A signed Window Guard Rider must be submitted when children ten (10) years of age or younger reside in the apartment.
8. If financing, a copy of signed Mortgage Commitment and application. Aztech form of Recognition Agreement if sale is being financed.
9. Two months Bank statements.
10. Credit/Criminal Authorization completed and signed.
11. Lead paint acknowledgement, SIGNED AND INITIALED by both parties. **Application will be** returned if this is not completed correctly.
12. Carbon Monoxide affidavit signed and notarized
13. Sprinkler disclosure
14. Coop Abatement survey Purchaser must sign

\* All prospective Purchasers are subject to Board interview and approval. The Board will contact the prospective purchasers for interview upon receipt of an acceptable credit check and complete application.

All persons who will be residing in the premise must attend the interview.

\* Additional information may be required

**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/ fee in the amount of **\$300.00 payable to Delano Tenants Corp.** This fee is refundable if there are no damages during the move in/out and no rules are broken. (Purchaser)
- \* Recognition Agreement fee **\$200.00 payable to Kaled Management Corp.** (This fee only applies if you are getting a mortgage) (Purchaser)

**Fees to be paid at closing**

- \* Tax transfer stamps, calculated at **\$.05 per share. Due at closing payable to Kaled Management Corp.** (Seller)
- \* Transfer fee. **\$600.00** made payable to Kaled Management Corp. (Seller)
- \* Move-out fee in the amount of **\$300.00 payable to Delano Tenants Corp.** This fee is refundable if there are no damages during the move in/out and no rules are broken. (Seller)
- \* **\$75.00** for closing attendance fee payable to Susan Rubin (**purchaser**)
- \* **\$75.00** for closing attendance fee payable to Susan Rubin (**seller**)
- \* Submit completed packages to: Ms. Susan Rubin/Kaled Management, 7001 Brush Hollow Rd. Westbury, N.Y. 11590. Any packages not submitted in their entirety will be returned. Submit One (1) **COLLATED COPY AND ONE (1) ORIGINAL** Totaling Two (2) sets.
- \* Please allow approximately three (3) weeks for the processing of the application and Board interview.
- \* **Please remove your social security number from all documents except credit check authorization. Only add credit authorization to the original application.**

**If instructions are not followed packages will be returned to buyer or broker.**

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.

## **PURCHASE APPLICATION**

Application is herewith submitted for the purchase of \_\_\_\_\_ shares of common stock of Delano Tenants Corp., and for the right of residency in apartment # \_\_\_\_\_.

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

**Telephone Numbers - Home:** (     ) \_\_\_\_\_ **Work:** (     ) \_\_\_\_\_

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

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

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

**Purchaser's Name:** \_\_\_\_\_

**Social Security Number (Last 4 Digits):** \_\_\_\_\_

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

**Telephone Numbers - Home:** (     ) \_\_\_\_\_ **Work:** (     ) \_\_\_\_\_

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

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

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

**Occupation:** \_\_\_\_\_

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

**Co-Applicant (if applicable):** \_\_\_\_\_

**Social Security Number (Last 4 Digits):** \_\_\_\_\_

**Co-Applicant Social Security Number (Last 4 Digits):** \_\_\_\_\_

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

**Telephone Numbers - Home:** (     ) \_\_\_\_\_ **Work:** (     ) \_\_\_\_\_

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

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

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

Occupation: \_\_\_\_\_

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

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

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

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

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

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

Name of Firm/Address: \_\_\_\_\_

Telephone/Fax Number: \_\_\_\_\_ ( ) \_\_\_\_\_ / ( ) \_\_\_\_\_

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

List all names of all people that will be occupying apartment:

Name:	Relationship:	Occupation:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I declare that I have examined this application and to the best of my knowledge, it is true, correct and complete. I acknowledge receipt, read and agree to adhere to the House Rules of **Delano Tenants Corp.** I have read them and adhere to the same.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## REFERENCES

Landlord  
Name \_\_\_\_\_ Address \_\_\_\_\_

### FINANCIAL

BANK \_\_\_\_\_ Address \_\_\_\_\_

BANK \_\_\_\_\_ Address \_\_\_\_\_

BUSINESS  
NAME \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

### PERSONAL

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Names of Residents in building known to applicant \_\_\_\_\_

Information regarding pets to be maintained in the apartment (specify, size, and type)

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In signing this application I(we) certify that all of the foregoing information is complete and accurate statement of the facts.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

## YEARLY INCOME AND EXPENSE STATEMENT

Applicant's Name \_\_\_\_\_

INCOME		EXPENSES	
Salary (or earned income)	\$	Mortgage Payments	\$
Bonus and Commissions		Real Estate Taxes	
Real Estate Income (Net)		Rent/Co-op/Condo Maintenance	
Share of partnership income (loss)		Loan or Note Payments	
Business Income (Net) Sole Proprietorship		Auto Loan/Lease Payments	
Dividends		Insurance Premiums	
Interest		Tuition Expenses	
Pension (IRA, Keogh)		Charitable Contributions	
Social Security		Medical (unreimbursed)	
Investments (describe)		Alimony, Child Support, maint.	
		Living Expenses (food, clothing, utilities, etc.)	
Other Income (itemize)		Credit Card Payments	
		Investment Expenses	
		Pension (IRA, Keogh)	
		Other Expenses (itemize)	
TOTAL INCOME	\$	TOTAL EXPENSES	\$

List any unsatisfied judgments or legal actions pending against you and the amounts involved \_\_\_\_\_

Have you ever gone through bankruptcy or other insolvency proceedings? \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant



## ASSETS AND LIABILITIES STATEMENT

Applicant's Name \_\_\_\_\_

**Please Note:** Supporting documentation for all assets and liabilities is to be attached to this statement. Please use the word "none" where no amount is to be entered.

ASSETS		LIABILITIES	
Cash in bank (attach bank statements)		Notes Payable	
Down payment on contract (if paid)		Mortgages payable	
Securities (Stocks & Bonds - attach statements & schedule F)		Unpaid Real Estate Taxes	
Cash value of life insurance, less any loans		Unpaid Income Taxes	
Investment in own business		Accounts Payable	
Real Estate Owned		Outstanding Credit Card Balances	
Vested Interest in Retirement Fund (include IRAs and 401Ks)		Other Liabilities (itemize)	
Automobile (make and year)			
Loans and Notes Receivable			
Personal Property and Furniture			
Other Assets (itemize)			
TOTAL ASSETS		TOTAL LIABILITIES	
		NET WORTH (excess of assets over liabilities)	
Contingent Liabilities (personal guarantees or potential liabilities)			

The foregoing statements and details pertaining thereto, both printed and written, have been carefully read and the undersigned hereby solemnly declares and certifies that same is a full and correct exhibit of my/our financial condition.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

### SCHEDULE A - REAL ESTATE OWNED

Location and Type of Property	Title In the Name of	Date Acquired	Cost	Recent Appraised Value	Mortgage Balance	Maturity Date	Monthly Payment

### SCHEDULE B - NOTES PAYABLE

Amount	Due to	In Name of	Maturity Date	Collateral	Monthly Payment

### SCHEDULE C - ACCOUNTS PAYABLE (include credit card balances here)

Amount	Due to	In Name Of	Maturity Date	Monthly Payment

### SCHEDULE D - LOANS

Amount	Type	Due to	Obligor	Final Maturity/or repayment	Collateral

\*including Letters of Credit and Surety Bonds

### SCHEDULE E - SCHEDULE OF CASH IN BANKS - INCLUDE CD'S AND MONEY MARKET ACCTS

Name of Bank	Account No.	Balance
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total - Amount must match amount stated under Assets		\$

### SCHEDULE F - SECURITIES (STOCKS AND BONDS)

Name of Institution	Account No.	Balance
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total - Amount must match amount stated under Assets		\$

### SCHEDULE G - RETIREMENT FUNDS - IRAs AND 401Ks

Name of Institution	Account No.	Balance
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total - Amount must match amount stated under Securities		\$

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Are there any principal payments, interest or taxes in arrears? \_\_\_\_\_

Are there any any unrecorded assignments? \_\_\_\_\_

SCHEDULE H - LIFE INSURANCE

Face Amount	Policy A	Policy B	Policy C		

Company Name

Beneficiary

Type of Policy

Cash Value

Loans against Policy

The undersigned has filled out all the information sheeets and understand that this information is essential in considering the applicationand that Kaled Management Corp. is authorized to verify any and all references and information submitted by the applicant.

Signature of Applicant

Broker:

Signature of Applicant

## CREDIT CHECK AUTHORIZATION

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

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

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

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

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

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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.

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*Signature*

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*Dated*

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

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:\_\_\_\_\_

### 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: \_\_\_\_\_

## **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



## 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: \_\_\_\_\_ (the "Leased  
Date of Closing: \_\_\_\_\_ 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: _____	

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 tenant(s): \_\_\_\_\_

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

Apartment Number: \_\_\_\_\_ (the "Leased  
Premises")

Date of Lease: \_\_\_\_\_

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 Tenant, 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.

Purchaser: Name: \_\_\_\_\_

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

Owner: Name: \_\_\_\_\_

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

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

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 [coopabatment@kaled.com](mailto:coopabatment@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: \_\_\_\_\_

## **THE DELANO**

### **HOUSE RULES**

- (1) The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building and the fire towers shall not be obstructed in any way.
- (2) No patient of any doctor who has offices in the building shall be permitted to wait in the lobby.
- (3) Children shall not play in the public halls, courts, stairways or fire escapes and no one shall be permitted on the roof unless accompanied by a representative of the Lessor.
- (4) No public hall of the building shall be decorated or furnished by any lessee in any manner without the prior consent of all of the lessees to whose apartments such hall serves as a means of ingress and egress, and in the event of disagreement among such lessees, the Board of Directors shall decide.
- (5) No Lessee 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 Lessees. No lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a phonograph or a radio or television loud speaker in such lessee's apartment between the hours of eleven o'clock p.m. and the following eight o'clock a.m. if the same shall disturb or annoy other occupants of the building. No construction or repair work or other installation involving noise shall be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:30 a.m. and 5:00 p.m.
- (6) No article shall be placed in the halls or on the staircase landings or fire escapes, nor shall anything be hung or shaken from the doors or windows, or placed upon the windowsills of the building.
- (7) No awnings, window air-conditioning units or ventilators shall be used in or about the building except such as shall have been expressly approved by the Lessor or the managing agent, nor shall anything be projected out of any window of the building without similar approval.
- (8) No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building, except such all shall have been approved in writing by the lessor or the managing agent.

- (9) No velocipedes, bicycles, scooters or similar vehicles or baby carriages shall be allowed to stand in the public halls, passageways, common areas or courts of the building.
- (10) Messengers and trades people shall use such means of ingress and egress as shall be designated for general use.
- (11) Tenant shareholders may only park in assigned parking spaces or in spaces designated for general use.
- (12) Trunks and heavy baggage shall be taken in or out of the building through the service entrances.
- (13) Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the superintendent or the managing agent of the building may direct.
- (14) Water closets and other water apparatus in the building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any other article be thrown into the water closets. The cost of repairing any damage resulting from misuse of any water closets or other apparatus shall be paid for by the Lessee in whose apartment it shall have been caused.
- (15) No lessee shall send any employee of the lessor out of the building on any private business of a lessee.
- (16) No bird or animal shall be kept or harbored in the building unless the lessor expressly permits the same in each instance in writing; such permission shall be revocable by the Lessor. In no event shall dogs be permitted in any of the public portions of the building unless carried or on leash.
- (17) No radio or television aerial shall be attached to or hung from the exterior of the building without the prior written approval of the lessor or the managing agent.
- (18) No vehicle belonging to a lessee or to a member of the family or guest, subtenant or employee of a Lessee shall be parked in such manner as to impede or prevent ready access to any entrance of the building by another vehicle.
- (19) The lessee shall use the available laundry facilities only upon such days and during such hours as may be designated by the lessor or the managing agent.



- (20) The lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.
- (21) No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the lessor or its managing agent.
- (22) The lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the lessee during 10 days after notice in writing from the lessor or the managing agent to clean the windows, such cleaning may be done by the lessor, which shall have the right, by its officers or authorized agents, to enter the apartment for the purpose and to charge the cost of such cleaning to the lessee.
- (23) Complaints regarding the service of the building shall be made in writing to the managing agent of the lessor.
- (24) Any consent or approval given under these House Rules by the lessor shall be revocable at any time.
- (25) No lessee shall install any plantings on any part of the roof without the prior written approval of the lessor. Plantings shall be contained in boxes of wood lined with metal or other material impervious to dampness and standing on supports at least two inches from the roof surface, and if adjoining a wall, at least three inches from such wall. Suitable weep holes shall be provided in the boxes to draw off water. In special locations, such as a corner abutting a parapet wall, plantings may be contained in masonry or hollow tile walls which shall be at least three inches from the parapet and flashing, with the floor of drainage tiles and suitable weep holes at the sides to draw off water. It shall be the responsibility of the lessee to maintain the containers in good conditions, and the drainage tiles and weep holes in operating condition.
- (26) The agents of the lessor and any contractors or workman authorized by the lessor, may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects, or other pests. If the lessor takes measures to control or exterminate carpet beetles, the cost thereof shall be payable by the lessee, as additional rent.
- (27) Subject to the provisions of Paragraph 38(d) of the Proprietary Lease, these House Rules may be added to, amended, or repealed at any time by resolution of the Board of Directors of the Lessor.

RIDER, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
and between KALED MANAGEMENT CORP., Owner and  
Tenant(s) relating to apartment number \_\_\_\_\_ at premises

The parties agree as follows:

28. PETS:

Tenant agrees not to keep a pet in the apartment at any time during the term of this lease. Tenant agrees that any breach of this provision by Tenant shall entitle Landlord at its option to notify Tenant in writing that any pet kept by the Tenant must be permanently removed from the apartment within five days from the date of such written notice and Tenant agrees to comply with such written notice. Landlord shall have the right to elect to terminate this lease and Tenant's possession of the apartment in the manner provided in this lease. Tenant also agrees that the Tenant will be held responsible for all damages resulting from any breach by the Tenant of the provisions of this rider.

29. CARPETING:

In reiteration of paragraph 27 (item 5) of this lease, Tenant hereby agrees to carpet 80% of the total floor area, except for the kitchen, bathroom floors, and closets. At the expiration of this lease Tenant shall at his/her own cost and expense remove any carpeting or floor covering, including all nails, tacks, or stripping which may be attached to the floor.

30. SECURITY DEPOSIT:

Supplementing the provisions of paragraph 5 of this lease regarding the security deposit, it is expressly understood and agreed that in no event shall such security deposit be construed as prepayment of any rent coming due under this lease. Tenants security deposit may not be used, in any circumstance as Tenant's last months rent.

31. SMOKE DETECTORS:

This apartment has a smoke detector and tenant agrees to maintain all smoke detectors in the apartment and replace the batteries as required. There is a one time charge of \$10.00 for said smoke alarm.

32. LATE FEES:

Any rents received by Landlord after the 10th day of the month in which said rents become due, will be subjected to a late charge of \$25.00. This charge shall be in addition to any rents or legal fees which may become due and payable pursuant to the provisions of this lease.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Landlord

Continuation of RIDER

33. MOVING:

Tenant agrees to provide Landlord with at least 60 days written notice prior to the expiration of the lease in the event that the Tenant does not desire to renew the term hereof. Tenant agrees that failure to provide such notice shall result in forfeiture of the Tenant's entire security deposit, without limitation to any of the Landlord's right and remedies.

Tenant agrees to arrange with the Superintendent or Management for the use of the elevator for the date that they will be moving in/out of the building.

In any plenary action to recover any rent, use and occupancy or other charges due under the lease or any extension or renewal thereof personal service of any summons and complaint is waived and service thereof by certified mail to the last known address of the undersigned shall be sufficient.

3.4 KEYS:

Supplementing the provisions of paragraph 27 (4), it is expressly understood and agreed that the Tenant shall furnish a copy of all apartment keys to the Landlord's agent for emergency and repair work. If the Tenant wishes to change or add additional lock(s) to the apartment door, Tenant must obtain permission from the Landlord, and in any case provide Landlord's agent with a duplicate key. Such new lock(s) shall become affixed to and shall form a part of the building and may not be removed when the Tenant vacates the apartment.

35. BOUNCED CHECKS:

Tenant agrees to pay a minimum charge of \$15.00 for all checks drawn on an account with insufficient funds or uncollected funds. Tenant agrees that after two checks are drawn from Tenants account with insufficient funds or uncollected, the Landlord will only accept rent by certified check or money order.

3.6 RENT:

Notwithstanding anything hereinabove to the contrary, upon tenant's failure to pay rent, a demand notice may be orally given or may be served pursuant to New York Real Property Law.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Landlord

Continuation of RIDER

37 RECYCLING:

Sorting and separating of refuse and trash:

A. Resident's duties. Resident agrees, at his sole cost and expense, to comply with all present and future laws, orders, and regulations of all state, federal, municipal and local governmental, departmental, commissions, and board regarding the collection, sorting, separation, and recycling of waste products, garbage, refuse, and trash. Resident shall sort and separate such items into categories as provided by law, and in accordance with the rules and regulations adopted by owner for the sorting and separating of such designated recyclable materials.

B. Owner's rights if resident fails to comply. Owner reserves the right, where permitted by law, to refuse to collect or accept from resident and waste products, garbage, refuse, or trash which is not separated and sorted as required by law, and to require resident to arrange for such collection, at resident's sole cost and expense, using a contractor satisfactory to owner.

C. Fine's and penalties; indemnification of owner. Resident shall pay all costs, expenses, fines, penalties, or damages imposed on owner or resident by reason of resident's failure to comply with paragraphs A and B above, and shall indemnify defend and hold owner harmless from and against any actions, claims, and suits arising from such noncompliance, using counsel reasonably satisfactory to owner, if owner so elects. Resident's noncompliance with paragraphs A, B, or C shall constitute a violation of a substantial obligation of the tenancy and owner's rules and regulations. Resident shall be liable to owner for any costs or expenses, including attorney's fees, of any action or proceeding by owner against resident, based upon resident's breach of paragraphs A, B, or C.

38 DAMAGES

Landlord shall not be liable for damage to the equipment or appliances supplied by Landlord, caused by Tenant's acts of negligence or misconduct. Tenant shall not receive any rent abatement or rent reduction for lack of services caused by tenant's own act of negligence or misconduct. Tenant shall be responsible for all acts or neglect of tenant's family, employees, guests, or invites.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Landlord

## Delano Tenants Corp.

99-15 66<sup>th</sup> Avenue  
Rego Park, NY 11374

August 1, 2023

Dear Shareholders/Residents:

Delano Tenants Corp. is hereby giving notice to all residents and shareholders of the Co-Op'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.

Delano Tenants Corp. 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 he or she 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 Co-Op'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 including contractors, 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 Co-Op 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 Co-Op's House Rules to incorporate the Co-Op'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 anticipated cooperation and compliance with the Co-Op's Local Law 147 smoking policy and NYC 2002 Smoke Free Air Act.

Very truly yours,  
Board of Directors



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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.

## **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.