

SALES APPLICATION

FOREST HILLS CHATEAU CORP.

**58-03 Calloway Street
Corona New York 11368**

Contact Information:

**Ms. Barbara Robertson
Transfer Agent
Kaled Management Corp.
7001 Brush Hollow Road Ste: 200
Westbury, NY 11590
(516) 876-4800 x 340
Fax (516) 780-8330
Barbarar@kaled.com**

Bldg. # 346

**Forest Hills Chateau Corp.
58-03 Calloway Street
Corona New York**

Board Interviews are conducted the second Monday of each month.

Applications must be submitted at least (3) three weeks before the interview.

To ensure your application is processed without delay, please follow the instructions below:

1. Submit one (1) original application. **Do not bind, staple or double side documents, single side only.**
2. Only a complete application will be sent to the Board of Directors for review. If a document is not applicable, please provide written explanation.
3. If there are co-applicants, all items must be submitted for each applicant unless information is joint (tax returns, bank statements).
4. Submit application & fees (certified checks or money orders) to:
Barbara Robertson; Kaled Management Corp. 7001 Brush Hollow Road Ste: 200 Westbury, NY 11590.
5. Please **remove your social security number** from all documents except credit check authorization, and only put the credit authorization in the original package.
6. Incomplete application packages will be returned to the buyer or broker.

DOCUMENTS NEEDED:

INCLUDED

- | | |
|---|-------|
| 1. Credit/Criminal Application for each purchaser named on the Contract of Sale. Complete and submit additional Credit/Criminal applications for any adults over 18 years old, who will reside in the apartment. | _____ |
| 2. Copy of the fully executed Contract of Sale. | _____ |
| 3. Completed Purchase Application including financial schedules. | _____ |
| 4. Copy of the Loan Commitment Letter if purchaser is obtaining financing, NOTE: Packages will not be sent to the Board without signed Commitment Letter. | _____ |
| 5. Two (2) business (client, co-worker or associate) and two (2) personal letters of Reference. Married couples may provide combined letters. No letters from family Members. Reference letters are required for adults not named on the Contract but who will be residing in the Apartment. | _____ |
| 6. Letter of employment from the Human Resources Manager, Personnel Director, or Payroll department stating length of employment, title, & salary of each applicant. Retired applicants should provide copies of pension or social security award letters. If self-employed, provide a letter from your accountant | |

stating annual income and net worth.

7. Letter from current landlord on letterhead of Management Company stating length of tenancy and amount of rent paid or completion of Rental Reference form contained in this application package. If applicant is selling a residence provide a copy of the pending contract of sale, listing, or copy of the closing statement.
 8. Two (2) most recent pay stubs, (if applicable); If applicant is self-employed, provide a letter from your accountant stating annual income and net worth.
 9. Copy of the most recent checking, savings, money market, investment, retirement statement, circle or highlight balances. (white out account numbers).
 10. Two (2) year's full tax returns, **signed** by both the tax preparer and the Applicants including copies of the W-2 or 1099's and all schedules (white out social security numbers).
 11. Purchaser must provide Home Owners Insurance for the property with this application. Insurance must include Forest Hills Chateau Corp. as additional insured.
 12. Purchaser must provide (3) three original Recognition Agreements Signed by the Lender. The Recognition Agreements must be submitted with this Application in order for the application to be sent to the board.
 13. Lead Paint rider, Carbon Monoxide Rider signed and notarized, sprinkler rider
- All prospective Purchasers and everyone living in the apartment are subject to application review and Board interview and approval. The 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.
 - Prospective purchasers should be sure to review the Offering Plan and all amendments in addition to those corporate documents while purchasers, in standard contract of sale form, represent they have read.
 - Additional information or documents may be requested
 - Any package not submitted in its entirety will be returned. You must allow three (3) weeks for processing.

Required Application Fees – (All fees to be paid by Certified Check or Money Order)

- * Non refundable Administration fee in the amount of **\$500.00 payable to Kaled Management Corp. (purchaser).**
- * Non refundable Credit check fee of **\$100.00 per person payable to Kaled Management Corp. (purchaser)**
- * Recognition agreement fee the amount of **\$200.00 payable to Kaled Management Corp. (purchaser)**
- * Non refundable application fee of **\$350.00 payable to Forest Hills Chateau Corp. (Purchaser)**
- * **Move-in** deposit of **\$500.00** payable to Forest Hills Chateau Corp. which will be refunded provided there has been no damage to the premises. Violations of the move-in policy will result in forfeiture of the deposit. **(Purchaser)**

Seller's Fees (Other fees might apply)

- * **Move-out** deposit of **\$500.00 payable to Forest Hills Chateau Corp.** which will be refunded provided there has been no damage to the premises. Violations of the move-in policy will result in forfeiture of the deposit. **Must be submitted with the application.**
- * **Administrative fee** 1% of the sales price payable to Forest Hills Chateau Corp. This will be payable at closing.

While the Board of Directors will attempt to 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.

Accordingly, you will be advised when your application is deemed complete for the Board's consideration.

****Please be sure to remove social security numbers from all documents except the credit/criminal authorization.**

ALL PURCHASERS OR INDIVIDUALS (OVER THE AGE OF 18) WHO ARE TO RESIDE IN THE APARTMENT, AS WELL CO-PURCHASERS AND GUARANTORS MUST COMPLETE AND SIGN THE ENCLOSED CREDIT/CRIMINAL AFFIDAVIT. PHOTO ID OF ALL MUST BE PRESENTED AT TIME OF INTERVIEW.

PLEASE MAKE ADDITIONAL COPIES OF THE FORMS IF NEEDED.



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.**

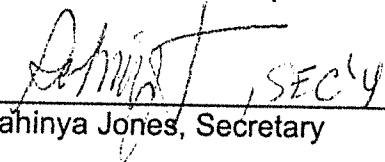
RESOLUTION OF FOREST HILLS CHATEAU CORP.

The undersigned hereby certifies that the following resolution was adopted by the Board of Directors of Forest Hills Chateau Corp. at a Board of Directors' meeting held on November 9, 2022:

"A new policy which requires all residents to submit proof of their Homeowners Insurance Policy within a reasonable time frame or they will acquire a monthly fee on their account. This policy was approved by the Board of Directors and will be strictly enforced."

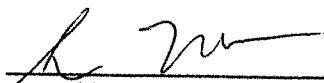
Shareholder ownership of the apartment extends from the exposed area of the walls into the apartment. This includes fixtures, cabinets and interior of cabinets, interior of closets, and reachable plumbing. Your cooperative homeowner's insurance policy should cover all personal items as the cooperative does not cover contents or personal property in apartments at any time.

Forest Hills Chateau Corp.

By: , SEC'y
Rahinya Jones, Secretary

State of New York)
County of Queens)

On this 11 day of January 2023 before me personally came Rahinya Jones, to me known, who being/duly sworn, did depose and say that she resides at 5803 Calloway Street, Corona, New York 11368; that she is the Secretary of Forest Hills Chateau Corp., a New York Corporation, the corporation described in and which executed the foregoing resolution; that she knows the seal of said corporation and that the seal affixed to said instrument is such Corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that she signed her name thereto by like order.


Notary Public

SUSAN M. RUBIN
Notary Public, State of New York
No. 01RU6046858
Qualified in Suffolk County
Commission Expires 11/20/2023

PURCHASE APPLICATION

Application is herewith submitted for the purchase of _____ shares of common stock of **Forest Hills Chateau Corp.** and for the right of residency in Apartment # _____.

Purchase Price _____ **Amount Financing** _____

Deposit on contract _____ **Cash needed to close** _____

Sellers _____

Present Address _____

Telephone # _____ **Cell Phone #** _____

Attorney _____ **Tele #** _____ **Email** _____

Address _____

Purchaser's Name(s): _____

Social Security (Last 4 digits): _____

Address: _____

Email: _____

Home Telephone Number(s) () _____ **Cell** () _____

Work Telephone Number(s) () _____ () _____

Attorney _____ **Tele #** _____ **Email** _____

Address _____

Co-Purchaser's Name(s): _____

Social Security (Last 4 digits): _____

Address: _____

Email: _____

Home Telephone Number(s) () _____ **Cell** () _____

Work Telephone Number(s) () _____ () _____

Name(s) Title to be Held in _____

Real Estate Broker _____ **Email** _____ **Cell** _____

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: _____

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: _____

Current Housing Status

Rent _____ Own _____ Other _____

Current Rent _____ Landlord _____ Tele# _____

If presently living a Co-op, Condo or private house:

Address _____ Apt _____

Managing agent _____ Tele # _____

If less than 3 years at current address, give previous address.

Do you need a parking space? Yes _____ No _____

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

<u>Names</u>	<u>Relationship</u>	<u>Age (Children Only)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of all residents in the building known by applicant:

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

Personal Information Regarding Applicant(s)

	<u>Applicant</u>	<u>Co-Applicant</u>
Name	_____	_____
Citizenship	_____	_____
Employer	_____	_____
Address	_____	_____
Occupation	_____	_____
Period of employment _____ to _____	_____ to _____	_____ to _____
Prior employer if less than 3 years _____	_____	_____
Education _____	_____	_____

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 Forest Hill Chateau Corp.

Signature of Applicant: _____

Date: _____

Signature of Co-Applicant: _____

Date: _____

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 _____.

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		
TOTAL ASSETS			TOTAL LIABILITIES		
COMBINED ASSETS			NET WORTH		
SOURCE OF INCOME			COMBINED		
	Applicant	Co-Applicant			
Base Salary			CONTINGENT LIABILITIES		
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?		
TOTAL			Have you ever taken bankruptcy? Explain:		
GENERAL INFORMATION			PROJECTED EXPENSES / MONTHLY		
	Applicant	Co-Applicant			
Personal Bank Accounts at			Maintenance		
Savings & Loans Accounts at			Apartment Financing		
Purpose of Loan			Other Mortgages		
			Bank Loans		
			Auto Loan		
			TOTAL		

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 application (pages 1 through 5) 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 _____

Signature _____

Date _____

Signature _____

Gross Monthly Income of Applicant(s)

	<u>Applicant</u>	<u>Co-Applicant</u>	<u>Total</u>
Base salary	_____	_____	_____
Overtime	_____	_____	_____
Bonuses	_____	_____	_____
Commissions'	_____	_____	_____
Other*	_____	_____	_____
Total	_____	_____	_____

***Explanation of other income** _____

Monthly Housing Expenses

	<u>Present</u>	<u>Proposed</u>
Rent/Maintenance	_____	_____
Assessments	_____	_____
Bank Financing	_____	_____
Other Financing	_____	_____
Insurance	_____	_____
Real Estate Taxes	_____	_____
Mortgage Insurance PMI	_____	_____
Utilities	_____	_____
Other Housing Expenses	_____	_____
 Total	 _____	 _____

DETAILS OF PROPOSED FINANCING

1ST Mortgage

Name of Bank: _____

Amount of loan _____ **Term** _____ **Interest Rate** _____

Monthly Payment _____ (if rate is not locked in, provide prevailing rate and estimated payment)

Loan Officer/Mortgage Broker Contact Information:

Name _____ **Phone Number** _____ **Cell Number** _____

Email _____

References

Landlord: _____

Address: _____ **Telephone:** _____

Occupancy From: _____ **to** _____

Previous Landlord _____

Address _____ **Telephone** _____

Occupancy From: _____ **to** _____

Personal References:

1. **Name** _____ **Name** _____

Address _____ **Address** _____

2. **Name** _____ **Name** _____

Address _____ **Address** _____

3. **Name** _____ **Name** _____

Address _____ **Address** _____

4. **Name** _____ **Name** _____

Address _____ **Address** _____

Business References:

1. Name _____

Address _____

2. Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

Financial

Name of Bank: _____

Address: _____

Type of Account: _____

Name of Bank: _____

Address: _____

Type of Account: _____

Name of Accountant: _____

Please answer yes or no to the following questions. If any of the answers are yes please explain on the back of this page or use additional paper.

	<u>Applicant</u>	<u>Co-applicant</u>
1. Have you any outstanding judgements?	_____	_____
2. In the last seven years have you declared bankruptcy? _____	_____	_____
3. Are you a co maker or guarantor on a note?	_____	_____
4. Are you party to a lawsuit?	_____	_____
5. Are you obligated to pay alimony, child support, or separate maintenance?	_____	_____
6. Have you ever lived in the building before?	_____	_____
7. Will any part of your cash payment be borrowed?	_____	_____

Details of above items:

Forest Hills Chateau Corp.

The undersigned hereby agrees to abide by the Forest Hills Chateau Corp. House Rules which states the following:

“The floors of each apartment must be covered with rugs, carpeting of noise reducing material and padding, to the extent of at least 80% of the floor area of each room except only kitchens and bathrooms, in order to prevent excess noises from disturbing other residents.”

The owner must have all carpet installation completed and inspected by building personnel or Board of Directors “prior to moving into premises.”

Signature of Purchaser _____

Printed Name _____

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 (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

**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 Premises")
Date of Closing: _____

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)).

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

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

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor'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) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) _____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (Initial)

(c) _____ Lessee has received copies of all information listed above.

(d) _____ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (Initial)

(e) _____ Agent has informed the lessor of the lessor'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.

Lessor	Date	Lessor	Date
Lessee	Date	Lessee	Date
Agent	Date	Agent	Date

Re: Sale of Apartment # _____ Address: _____

CREDIT CHECK AUTHORIZATION

Name: _____

Date of Birth: _____

Social Security Number: _____

Home Address: _____

In connection with my purchase of property, I authorize the procurement of a credit report of 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

Date

Date

Signature

Re: Sale of Apartment # _____ Address: _____

CREDIT CHECK AUTHORIZATION

Name: _____

Date of Birth: _____

Social Security Number: _____

Home Address: _____

In connection with my purchase of property, I authorize the procurement of a credit report of 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

Date

Signature

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: _____

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 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: _____

Forest Hills Chateau Corp.

58-03 Calloway St.
Rego Park, NY 11368

Dear Shareholders/Residents:

Forest Hills Chateau 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.

Forest Hills Chateau 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, and 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

**BOARD OF DIRECTORS
Forest Hills Chateau Corp.
58-03 Calloway Street
Corona, NY**

NO PETS POLICY

Date: _____

The undersigned occupant(s) of apartment _____ at 58-03 Calloway Street understand(s) that the coop does not permit dogs. The undersigned occupant(s) of apartment _____ further represent(s) that I/we do not possess any dogs and will not possess any dogs in the future in regard to my/our occupancy of the above referenced apartment.

This representation is made knowing that the Cooperative Corporation is relying upon this statement and will consider approving the potential purchase of the aforementioned premises based upon this representation.

I/We have been advised of the House Rules regarding dogs.

The undersigned further represent(s) that I/we are aware that any breach of this statement is a material representation and grounds for fines, penalties and legal fees or termination of our Proprietary Lease.

Sign and Print Name

Sign and Print Name



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

FOREST HILLS CHATEAU CORP.
58-03 Calloway Street, Queens NY 11368

PARKING LOT WAITING LIST

NAME OF PURCHASER: _____

PURCHASER'S PHONE NUMBER: _____

APARTMENT #: _____

MAKE & MODEL OF CAR: _____

LICENSE PLATE NUMBER: _____

***PLEASE ATTACH A CLEAR COPY OF YOUR DRIVER'S LICENSE TO THIS FORM.**

NAME OF SELLER: _____

SELLER'S PHONE NUMBER: _____

SELLER'S CURRENT PARKING SPACE NUMBER: _____

PLEASE BE ADVISED THAT PARKING SPACES ARE NOT TRANSFERABLE FROM SELLER TO PURCHASER. PURCHASER CANNOT USE THE CURRENT PARKING SPACE OF THE SELLER. THE NEW PURCHASER WILL BE NOTIFIED BY MANAGEMENT WHEN PARKING SPACES BECOME AVAILABLE.

RE: APARTMENT _____ AT 58-03 CALLOWAY STREET

In connection with the proposed purchase of the above captioned apartment, please indicate your approval to the statement set forth below, by signing where indicated below. The term "renovation" includes painting and floor scraping as well as any major material alterations such as kitchen or bathroom renovations, replacement of major plumbing fixtures, electrical work in the apartment etc. Prior to beginning any work, contact the Managing Agent to review the required procedures for your job in detail.

I understand that any work to be done in the apartment, including any major or minor renovation or cosmetic work project, contemplated at the captioned premises will require the PRIOR approval of the Board of Directors. I also understand that no work can be commenced in the premises UNTIL this approval is granted. This approval process includes BUT IS NOT LIMITED to submission of the following:

1. Submission to the Property Manager at the office of the Cooperative Corporation's Managing Agent a description of the scope of work to be performed, together with any proposed plans and specs.
2. Proof of insurance of any and all contractors naming the Cooperative Corporation and the Managing Agent as additional insured.
3. The names and license numbers and phone numbers of any and all contractors and subcontractors.
4. Submission of an Aztech, Blumberg form, or any other form acceptable to the Managing Agent of Alteration Agreement.
5. Any other documents or requirements that the Cooperative Corporation's Managing Agent or City agency may require.
6. Payment of the Renovation Security Deposit made payable to the Cooperative Corporation in an amount specified by the Property Manager.

I UNDERSTAND AND AGREE TO ABIDE WITH THE ABOVE STATEMENT. I UNDERSTAND THAT NON-COMPLIANCE WITH THIS RENOVATION POLICY MAY RESULT IN THE TERMINATION OF MY PROPRIETARY LEASE AND THAT I MAY BE SUBJECT TO PENALTIES, INCLUDING FEES.

This policy is subject to change or modification by the Board of Directors at any time.

Purchaser's Signature

Purchaser's Signature

SUBLET POLICY

Forest Hills Chateau Corporation
58-03 Calloway Street - Queens, NY
Revised October 2015

I understand the following information with regard to the Sublet Policy of the captioned cooperative:

1. A shareholder must OWN an apartment for THREE (3) YEARS and be in good standing before any sublet will be considered by the Board of Directors.
2. All subleases must be for a one (1) year period ONLY. Any subsequent sublease year(s) whether a renewal of a current subtenant or a new subtenant is subject to the review and approval of the Board of Directors. If approval is not granted to a current subtenant, said subtenant will vacate the apartment within thirty (30) days. No move-in of a new tenant can occur until Board approval is granted.
3. All subtenants are subject to the application procedures of the Cooperative. -----
4. A shareholder must be current in its obligation to the Cooperative (including payments of any and all amounts due on their account, including maintenance, assessments and other charges) in order for a sublet to be considered. If a shareholder is delinquent in their obligations, no sublease will be considered unless a shareholder has been in good-standing.
5. No subtenant or any domestic employee of a subtenant may maintain a PET in the apartment.
6. No subtenant can have a roommate unless such roommate was previously interviewed and approved by the Board. All house-guests must register their name and intended length of stay with the superintendent.
7. Shareholder understands that subletting is limited to three one-year terms.
8. Each unit must have 80% floor covering. The move-in deposit will not be returned until the unit has been inspected by the Superintendent.

I further understand that any violation of this or any other aspect of the Sublet Policy will result in the immediate termination of the sublease and eviction of the subtenant. In addition to subjecting the Shareholder to Illegal Sublet Fines, Legal Action and any corresponding fees resulting therefrom and the possible termination of the Proprietary Lease.

THIS POLICY IS SUBJECT TO CHANGE AT ANY TIME.

Agreed to:

SHAREHOLDER

SUBTENANT



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

Forest Hills Chateau Corp.

58-03 Calloway Street, Queens, NY

Moving Procedures

Moves in and out of the building are permitted Monday to Friday from
9:00 AM – 4:30 PM

THERE ARE NO WEEKEND OR HOLIDAY MOVE PERMITTED.

Please contact Willberto Ortiz at (718) 592-6568 to schedule your move.

ALL Shareholders and/ or Subtenants MUST submit a \$ 500.00 move- in or move-
out deposit make payable to Forest Hills Chateau Deposit Account and send directly
to:

Kaled Management Corp
7001 Brush Hollow Road
Suite 200
Westbury, NY 11590
Attn: Jadea Fields

ALL MOVE-OUT DEPOSITS MUST BE A MONEY- ORDER OR BANK CHECK. WE
CANNOT ACCPET A PERSONAL CHECK FOR A MOVE-OUT DEPOSIT.

*If you are submitting a new Purchase or Sublet Application, the move- in deposit is
submitted with the new application.

If you are using a moving company they must submit a certificate of insurance
including the following information:

CERTIFICATE HOLDER – Name of person moving

ADDITIONAL INSURED- Forest Hills Chateau Corp., AND Kaled Management Corp.

The movers must show proof of worker's compensation and general liability
insurance.

The COI can be faxed or emailed to (516)876-6812 or email: jfields@kaled.com

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 or stairways and shall not be permitted on the roof unless accompanied by a responsible adult.
- (4) No public hall above the ground floor 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; 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.
- (6) No article shall be placed in the halls or on the staircase landings nor shall anything be hung or shaken from the doors, windows, terraces or balconies or placed upon the window sills 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 as shall have been approved in writing by the Lessor or the managing agent.

(9) No velocipedes, bicycles, scooters, baby carriages or similar objects shall be allowed to stand in the public halls, passageways, areas or courts of the building.

(10) Messengers and tradespeople shall use such means of ingress and egress as shall be designated by the Lessor.

(11) Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as determined by the Board of Directors.

(12) 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 is shall have been caused.

(13) No Lessee shall send any employee of the Lessor out of the building on any private business of a Lessee.

(14) No bird or animal shall be kept or harbored in the building unless the same in each instance be expressly permitted in writing by the Lessor; 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. No pigeons or other birds or animals shall be fed from the window sills, terraces, balconies or in the yard, court spaces or other public portions of the building, or on the sidewalk or street adjacent to the building.

(15) 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.

(16) 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 a manner as to impede or prevent ready access to any entrance of the building by another vehicle.

(17) The Lessee shall use any available laundry facilities only upon such days and during such hours as may be designated by the Lessor.

(18) The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.

(19) 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, excepting only kitchens, pantries, bathrooms, maid's rooms, closets, and foyer.

(20) 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.

(21) 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.

(22) Complaints regarding the service of the building shall be made in writing to the Sponsors or to the Board of Directors.

(23) Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.

(24) If there be a garage in the building, the Lessee will abide by all arrangements made by the Lessor with the garage operator with regard to the garage and the driveways thereto.

(25) The following rules shall be observed with respect to incinerator equipment:

(i) All wet debris is to be securely wrapped or bagged in small package size to fit easily into the hopper panel.

(ii) Debris should be completely drip-free before it leaves the apartment and carried to the incinerator closet in a careful manner and in a drip-proof container; then placed into the flue hopper so it will drop into the flue for disposal.

(iii) No bottles or cans shall be dropped down the flue before 10:00 a.m. or after 5:00 p.m., but shall be left in a neat manner in service elevator area, if such items must be disposed of before 10:00a.m. or after 5:00 p.m.

(iv) Cartons, boxes, crates, sticks of wood or other solid matter shall not be stuffed into hopper opening. Small items of this nature may be left in a neat manner on the incinerator closet floor. Bulky items should be left at service elevator area between 10:00 a.m. and 6:00 p.m. and service employee summoned to dispose of them by way of the service elevator.

(v) Under no circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, plastic wrappings or covers, oil soaked rags, empty paint or aerosol cans or any other inflammable, explosive, highly combustible substances or lighted cigarettes or cigar stubs be thrown into the incinerator flue.

(vi) Vacuum cleaner bags must never be emptied into the flue. Such dust, dirt, etc. should be wrapped in a securely tied bag or package and then be placed through hopper door panel into flue.

(vii) The Board of Directors shall be notified of any drippings, or moist refuse, appearing on incinerator closet floor and corridors.

(26) No Lessee shall install any plantings on the terrace, balcony or 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 terrace, balcony or 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 condition, and the drainage tiles and weep holes in operating condition.

(27) The agents of the Lessor, and any contractor 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.

(28) These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Lessor.

HOUSE RULES & REGULATIONS AND BY-LAWS

**Forest Hills Chateau Corporation
58-03 Calloway Street
Corona, New York 11368**

**(Revised February 2008
to be updated every 2 years or as needed)**

Revised February 2008

Dear Shareholder:

This booklet has been prepared by the Forest Hills Chateau Board of Directors in order to:

1. Inform and educate all shareholders of the existing rules and regulations governing our cooperative, and
2. Inform all the shareholders of their obligations to the cooperative.

Forest Hills Chateau Corporation is a cooperative ownership that was created for the purpose of housing on June 2, 1980 under the laws of the State of New York. It has 45,792 authorized shares outstanding, 43,152 allocated.

The mortgage on the property is held by the National Co-op Bank. In June 2011, the Corporation will be responsible for refinancing or negotiating the mortgage before it matures.

The cooperative is usually governed by a seven-member Board of Directors who are elected or appointed at the Annual Shareholders Meeting, usually scheduled in September.

Forest Hills Chateau Corporation's building is managed by an outside managing agent, which has a contract with the Corporation.

The House Rules & Regulations and By-Laws contained in this booklet are the guidelines that must be adhered to by all shareholders in order to ensure the safety and maintenance of Forest Hills Chateau Corporation.

Thank you,

The Forest Hills Chateau Board of Directors

IMPORTANT PHONE NUMBERS
(continued)

Police, Fire, Ambulance 911

Citywide Customer Service Call Center 311

110th Precinct Police Station (718) 476-9311

108th Street Fire Station, Ladder #324 (718) 555-9999
(At the corner of Horace Harding Blvd. & 108th Street, Corona, Queens, NY)

Security

Building Security Guard: Lobby Phone (718) 271-6784
(on duty: 3:00 pm – 7:00 am, 7 days a week)

Cambridge Security
(212) 889-5215 (office)

Nextel x9956

Towing

PLE Towing Inc.
18-41 Steinway Street, Astoria, NY 11105
(718) 779-6100

FOREST HILLS CHATEAU CORPORATION

HOUSE RULES AND REGULATIONS

The following rules and regulations are a part of each Occupancy Agreement (see Prospectus) and have been adopted after careful consideration and discussion. Full compliance is mandatory on the part of all shareholding residents.

The Superintendent, the Handyman and the Porter are employed to maintain the building and are responsible for the daily operations of the corporate property. Service request forms can be obtained from the Superintendent and/or the Handyman. Instructions for or directives to the Maintenance Staff should be issued by the Managing Agent.

a. Co-Op Spirit

This is a cooperative undertaking and its success depends greatly upon the fullest effort on the part of every resident, the officers and directors, committees, employees and management, to promote the cooperative spirit at all times.

Standing committees designed to promote cooperative spirit are:

- Maintenance (including Exterior & Interior Building Renovations)
- Complaint/Suggestions
- Decorating
- Floor Captains
- Hospitality
- Newsletter
- Security
- Senior Citizens

b. Maintenance Charges

The monthly maintenance statement will be submitted to each shareholder before the first of each month. It is required that these charges be paid by check or money order, mailed to the Managing Agent in the envelopes provided. No cash payments will be accepted at the building by any employee or board member, for the protection of the corporation. Payments must be received by Management on

or before the fifteenth (15th) day of the month; otherwise a \$40.00 late fee will be assessed.

c. Maintenance Staff

No employee of the Corporation is authorized or permitted to do any private work during the regular hours of the work schedule and no shareholder shall request an employee to do any private work during the hours of employment or accept an offer to that effect.

Complaints regarding the maintenance of the building shall be made in writing to the Managing Agent and the President of the Board of Directors.

d. Cable System & Master Television Antenna

The Forest Hills Chateau Corporation is cable-ready. Cable TV is available through Time Warner Cable (718) 358-0900.

The master antenna is available and there is a closed circuit TV camera in the lobby. Shareholders and tenants who do not have cable can turn to Channel 6 in order to view visitors and activities in the lobby, provided they connect a coaxial cable to the TV; this will allow residents to view visitors.

e. Recycling/Disposal of Trash & Debris

Reminder: All bottles, jars and containers must be rinsed out before placement in the recycling bins. Disposal must be concurrent with the New York State Recycling Law.

Food or debris of any kind must not be thrown out of the windows. Violators will be fined at the discretion of the Board according to the severity of the violation.

The water closets and sink areas located on each floor shall only be used by the maintenance staff. Shareholders and tenants will only use the recycling bins and incinerator chutes in these areas.

The following rules shall be observed with respect to incinerator equipment, garbage and refuse:

- All wet debris to be securely wrapped or bagged in small package size to fit easily into the chute.
- Debris should be completely drip-free before it leaves the apartment and carried from the apartment to the incinerator closet in a careful manner, then placed in the chute for disposal.
- No bottle or cans shall be dropped down the chute, but shall be left neatly packed in the incinerator closet on each floor or brought to the first floor (basement) at the following times:
 - Monday through Friday: 7:00 am to 4:00 pm
 - Saturday, Sunday and holidays: 7:00 am to 3:00 pm

All trash and debris must be placed in the appropriate receptacles in the lobby and the garage. Shareholders must not block the drains in the indoor and outdoor garage areas with any debris, litter, etc.

f. Security

All guests of shareholders MUST sign in at the security desk in the lobby. This is a non-negotiable house rule. Refusal to sign the guest book will result in being escorted from the premises by the Security Guard or the Superintendent.

Building security has been instructed and empowered to enforce the House Rules. The security guards have the right to permit or stop any visitor from entering the building if such person presents a threat to the residents.

g. Procedure for Acquiring Indoor/Outdoor Parking Space

Shareholders who wish to rent a parking space must adhere to the following procedure:

- Request in writing to the parking coordinator
- Obtain an application form from the parking coordinator
- Submit the completed application to the parking coordinator with the necessary funds and documentation.

When a parking space becomes available, the shareholder must submit a check for the parking deposit, a check for the rental of the remote control, sign the parking lease agreement and receive an auto sticker to be placed in the rear left windshield (driver's side) of the vehicle.

g. Procedure for Acquiring Indoor/Outdoor Parking Space (continued)

Please note that applications will be accepted from the shareholders who are in good financial standing. Shareholder must show original and valid registration, insurance and drivers license, which must be registered at the Forest Hills Chateau address.

No shareholder or employee shall use the indoor or outdoor parking facilities for the purpose of washing or making any mechanical repairs to a vehicle.

No vehicle belonging to a shareholder, family member, guest or employee shall be parked in such a manner as to impede or prevent ready access to any entrance of the building or to block garage doors.

Note: Parking is a privilege and not mandatory.

h. Laundry Facilities

The hours for the use of the laundry room in the basement will be from 7:00 am to 11:00 pm, seven days a week. The use of the laundry room is PROHIBITED before and after these hours. Therefore, the last wash is no later than 10:00 pm. The charges for the use of the laundry equipment are established by the vendor. This equipment must be used with care inasmuch as the income derived from this source is used to help keep our maintenance charges stabilized. Friends and other outsiders are NOT permitted to use the laundry room facilities or laundry equipment. In addition, no pets are allowed in the laundry room as per the New York City Department of Health.

i. Public Areas & Co-op Premises

The use of any space, i.e., meeting room, laundry room, community room, or any other facility outside of the individual apartments is furnished by the corporation. Under no circumstances is the corporation or its agents liable for any injury, loss or property damage incurred by the party or parties using the public areas.

Shareholders must keep children and pets out of the shrubbery and grassy areas – landscaping is a very expensive item, and beautiful grounds enhance our property. Penalties will be assessed to violators.

Keeping the exit doors open at any time during a party or private event is prohibited. The fee to rent the basement area for private events is a non-refundable \$80 for shareholders only. In addition, there is a \$100 security deposit; this deposit is refunded if no damages have been incurred during the event. However, the Corporation is not liable for personal injuries. Music must be at a moderate volume so as not to disturb other shareholders. Guests are not allowed to loiter on the premises. Failure to comply will result in immediate termination of the event, a fine will be imposed and privileges to hold future events will be suspended.

The public halls and stairwells of the building shall not be obstructed or used for any purpose other than to enter and exit from the apartments in the building.

Neither children nor adults shall play or loiter in the public halls, stairways, elevators, or fire escapes and shall not be permitted on the roof. Loitering is expressly prohibited in the public halls, service doors, garage door, basement, lobby, stairwells or parking areas.

No one is permitted to sit at the front entrances on the building, on the ledge or in the side yard at the corner of 57th Avenue and Calloway Street.

No items are permitted to obstruct the fire escapes or the roof of the building, according to the Fire Department and Building codes.

No public hall of the building shall be decorated or furnished by shareholders.

All residents and guests are prohibited from defacing any property, i.e., writing on or marking the walls of the public halls, elevator doors and the interior of the elevator cabs.

No article shall be placed in the halls or on the staircase landings. Shaking mops, rugs, bedding, clothing and other articles out of doors, windows or fire escapes is prohibited. No articles are permitted to be aired from fire escapes or window sills. This includes clothing, mops, pails, plants, etc. These items create an obstruction, which is a violation of the regulations of the Building Department and Fire Department. If the co-op receives a fine, this fine will be passed on to the shareholder and will be assessed to the monthly maintenance.

No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other parts of the building, except such as shall have been

approved in writing by the Board of Directors or the Managing Agent. The designated areas for postings are the bulletin boards in the laundry room and with Board approval over mailboxes.

Baby carriages, bicycles, shopping carts, skateboards, roller skates, strollers, etc. are NOT permitted to be left in the public halls of the building. They must be taken into the apartment. Shareholders are prohibited from leaving shoes, boots, rubbers, umbrellas, raincoats and other items of apparel outside of their doors in the public halls. Such items must be taken into the apartments.

Mats and small rugs in front of the apartment door are prohibited. Failure to comply will result in a fine.

j. Noise

No resident shall make or permit any disturbing noises in the building. No shareholder shall interfere with the rights, comfort or convenience of other residents.

Televisions, stereo systems and musical instruments shall not be played at a high volume which will disturb, annoy or interfere with the comfort of other residents. *This mandate must be strictly observed after 10:00 pm and in the early morning hours.*

Other forms of noise will not be tolerated in apartments or in the hallways at any time; these include the following:

- Running
- Dancing
- Loud talking, yelling or screaming
- Jumping
- Excessive knocking and hammering
- Ball playing
- Vacuuming

Complaints regarding noise shall be made in writing to the Managing Agent and the President of the Board of Directors.

j. Noise (continued)

Notwithstanding the foregoing, the Board of Directors reserves the right to proceed in a manner other than as specified, including but not limited to the immediate commencement of legal proceedings, in its sole discretion, when the offenses committed or the circumstances surrounding them indicate that such proceedings are justified.

- 1st offense: Written warning by Management
- 2nd offense: Meeting with complainant, violator and Site Manager
- 3rd offense: \$500 fine assessed to monthly maintenance
- Final offense: Eviction process will be initiated. Legal action will be taken.

Shareholders and guests are prohibited from talking in a loud or profane manner in the hallways in front of the premises. Building Security will enforce this policy and notify police in the case of non-compliance.

k. Apartment Conditions & Alterations

All shareholders must first notify management and then be approved for any renovations which are done in the apartment. If a shareholder starts the renovation (major or minor) without signing the renovation agreement and gaining management's approval, a severe fine will be assessed to the shareholder.

No window air conditioners or fans shall be used in or about the building except those approved by the Managing Agent. No items can project out of any window.

All apartment floors must be 80% covered with wall-to-wall carpeting or rug with thick padding or equally effective noise-reducing material, except kitchens, bathrooms, closets and foyer. Apartments will be inspected.

The shareholder must keep the saddle (in step to the door) and apartment door clean at all times.

All residents must keep the windows of their apartments clean and free of debris.

The agents of the Corporation, and any contractor or workman must have written authorization from the Corporation to enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain and/or take necessary measures to control or exterminate any rodents or insects. The contracted exterminator will be on-site on the second (2nd) and fourth (4th) Saturday mornings of every month from 9:00 am to 12:00 noon; shareholders can sign up for this service in the mailbox area.

No alterations shall be made in any unit without prior written approval of the Managing Agent. All requests for approval should be made in writing and accompanied by an outline or diagram. The shareholder shall be responsible for the cost of repairs due to damages resulting from such requested alterations. The Board reserves the right, in the event that a request for approval is made, to retain the services of an engineer or architect if it deems it advisable, and that the expense of said engineer or architect must be borne by the shareholder requesting permission.

1. Resale Procedure

1. Any shareholder desiring to resale his/her apartment should contact the Managing Agent. An application for approval of the resale will be sent to the prospective buyer for completion.
2. No sale may occur until a formal written application is submitted to the Managing Agent. The shareholder will receive written notification from the Board approving the sale.
3. Once completed, the application must be returned to the Managing Agent with the documents requested.
4. All references will be contacted.
5. When the contract indicates that the obligations of the purchase are contingent on issuance by a bank of a loan commitment letter, then said application will be held by Management until such letter is received. If the contract contains no such provision, the application and a copy of the contract will be submitted to Management.
6. After review of these forms, the Management will request an interview with the prospective purchaser before accepting or rejecting the application. Seller must provide prospective purchaser with a copy of the prospectus and the House Rules for review prior to the interview with the Board of Directors.
7. All intended occupants of the apartment must be present at the interview; otherwise the interview will be immediately terminated. Any discrepancy between the number of occupants stated on the application and the number of occupants who actually reside in the apartment will result in penalties up to and may include legal intervention.
8. Any further contacts between the buyer and seller or their legal representatives must be conducted through the Managing Agent, and/or the corporation's attorney.
9. The Board of Directors will interview the prospective candidates and send approval or denial to management.
10. All Administrative Costs are included in the prospective purchase package.



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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 TO TENANT OF APPLICABILITY OR INAPPLICABILITY OF THE NEW YORK STATE GOOD CAUSE EVICTION LAW

This notice from your landlord serves to inform you of whether or not your unit/apartment/home is covered by the New York State Good Cause Eviction Law (Article 6-A of the Real Property Law) and, if applicable, the reason permitted under the New York State Good Cause Eviction Law that your landlord is not renewing your lease. Even if your apartment is not protected by Article 6-A, known as the New York State Good Cause Eviction Law, you may have other rights under other local, state, or federal laws and regulations concerning rents and evictions. This notice, which your landlord is required to fill out and give to you, does not constitute legal advice. You may wish to consult a lawyer if you have any questions about your rights under the New York State Good Cause Eviction Law or about this notice.

The sending of this notice does not vitiate any prior litigation notices or pleading served upon you, nor does the sending of this notice serve to revive or reinstate any previously terminated tenancy. The word "tenant" as recited in the notice is solely for identification purposes and not a statement of legal status. No admissions or concessions of an owner right or remedy may be construed from the text or sending of this notice.

NOTICE (THIS SHOULD BE FILLED OUT BY YOUR LANDLORD)

UNIT INFORMATION

STREET:
UNIT OR APARTMENT NUMBER:
CITY/TOWN/VILLAGE:
STATE:
ZIP CODE:

1. IS THIS UNIT SUBJECT TO ARTICLE 6-A OF THE REAL PROPERTY LAW, KNOWN AS THE NEW YORK STATE GOOD CAUSE EVICTION LAW? (PLEASE MARK APPLICABLE ANSWER)

- YES
 NO

2. IF THE UNIT IS EXEMPT FROM ARTICLE 6-A OF THE REAL PROPERTY LAW, KNOWN AS THE NEW YORK STATE GOOD CAUSE EVICTION LAW, WHY IS IT EXEMPT FROM THAT LAW? (PLEASE MARK ALL APPLICABLE EXEMPTIONS)

___ A. Village/Town/City outside of New York City has not adopted good cause eviction under section 213 of the Real Property Law;

___ B. Unit is owned by a "small landlord," as defined in subdivision 3 of section 211 of the Real Property Law, who owns no more than 10 units for small landlords located in New York City or the number of units established as the maximum amount a "small landlord" can own in the state by a local law of a village, town, or city, other than New York City, adopting the provisions of Article 6-A of the Real Property Law, known as the New York State Good Cause Eviction Law, or no more than 10 units, as applicable. In connection with any eviction proceeding in which the landlord claims an exemption from the provisions of Article 6-A of the Real Property Law, known as the New York State Good Cause Eviction Law, on the basis of being a small landlord, the landlord shall provide to the tenant or tenants subject to the proceeding the name of each natural person who owns or is a beneficial owner of, directly or indirectly, in whole or in part, the housing accommodation at issue in the proceeding, the number of units owned, jointly or separately, by each such natural person owner, and the addresses of any such units, excluding each natural person owner's principal residence. If the landlord is an entity, organized under the laws of this state or of any other jurisdiction, then such landlord shall provide to the tenant or tenants subject to the proceeding the name of each natural person with a direct or indirect ownership interest in such entity or any affiliated entity, the number of units owned, jointly or separately, by each such natural person owner, and the addresses of any such units, excluding each natural person owner's principal residence (exemption under subdivision 1 of section 214 of the Real Property Law);

___ C. Unit is located in an owner-occupied housing accommodation with no more than 10 units (exemption under subdivision 2 of section 214 of the Real Property Law);

___ D. Unit is subject to regulation of rents or evictions pursuant to local, state, or federal law (exemption under subdivision 5 of section 214 of the Real Property Law);

___ E. Unit must be affordable to tenants at a specific income level pursuant to statute, regulation, restrictive declaration, or pursuant to a regulatory agreement with a local, state, or federal government entity (exemption under subdivision 6 of section 214 of the Real Property Law);

x F. Unit is on or within a housing accommodation owned as a condominium or cooperative, or unit is on or within a housing accommodation subject to an offering plan submitted to the office of the attorney general (exemption under subdivision 7 of section 214 of the Real Property Law);

___ G. Unit is in a housing accommodation that was issued a temporary or permanent certificate of occupancy within the past 30 years (only if building received the certificate on or after January 1st, 2009) (exemption under subdivision 8 of section 214 of the Real Property Law);

___ H. Unit is a seasonal use dwelling unit under subdivisions 4 and 5 of section 7-108 of the General Obligations Law (exemption under subdivision 9 of section 214 of the Real Property Law);

___ I. Unit is in a hospital as defined in subdivision 1 of section 2801 of the Public Health Law, continuing care retirement community licensed pursuant to Article 46 or 46-A of the Public Health Law, assisted living residence licensed pursuant to Article 46-B of the Public Health Law, adult care facility licensed pursuant to Article 7 of the Social Services Law, senior residential community that has submitted an offering plan to the attorney general, or not-for-profit independent

retirement community that offers personal emergency response, housekeeping, transportation and meals to their residents (exemption under subdivision 10 of section 214 of the Real Property Law);

___J. Unit is a manufactured home located on or in a manufactured home park as defined in section 233 of the Real Property Law (exemption under subdivision 11 of section 214 of the Real Property Law);

___K. Unit is a hotel room or other transient use covered by the definition of a class B multiple dwelling under subdivision 9 of section 4 of the Multiple Dwelling Law (exemption under subdivision 12 of section 214 of the Real Property Law);

___L. Unit is a dormitory owned and operated by an institution of higher education or a school (exemption under subdivision 13 of section 214 of the Real Property Law);

___M. Unit is within and for use by a religious facility or institution (exemption under subdivision 14 of section 214 of the Real Property Law);

___N. Unit has a monthly rent that is greater than the percent of fair market rent established in a local law of a village, town, or city, other than New York City, adopting the provisions of Article 6-A of the Real Property Law, known as the New York Good Cause Eviction Law, or 245 percent of the fair market rent, as applicable. Fair market rent refers to the figure published by the United States Department of Housing and Urban Development, for the county in which the housing accommodation is located, as shall be published by the Division of Housing and Community Renewal no later than August 1st in any given year. The Division of Housing and Community Renewal shall publish the fair market rent and 245 percent of the fair market rent for each unit type for which such fair market rent is published by the United States Department of Housing and Urban Development for each county in New York State in the annual publication required pursuant to subdivision 7 of section 211 of the Real Property Law (exemption under subdivision 15 of section 214 of the Real Property Law);

3. IF THIS UNIT IS SUBJECT TO ARTICLE 6-A OF THE REAL PROPERTY LAW, KNOWN AS THE NEW YORK STATE GOOD CAUSE EVICTION LAW, AND THIS NOTICE SERVES TO INFORM A TENANT THAT THE LANDLORD IS INCREASING THE RENT ABOVE THE THRESHOLD FOR PRESUMPTIVELY UNREASONABLE RENT INCREASES, WHAT IS THE LANDLORD'S JUSTIFICATION FOR INCREASING THE RENT ABOVE THE THRESHOLD FOR PRESUMPTIVELY UNREASONABLE RENT INCREASES? (A rent increase is presumptively unreasonable if the increase from the prior rent is greater than the lower of: (a) 5 percent plus the annual percentage change in the consumer price index for all urban consumers for all items as published by the United States Bureau of Labor Statistics for the region in which the housing accommodation is located, as published not later than August 1st of each year by the Division of Housing and Community Renewal; or (b) 10 percent.)

(PLEASE MARK AND FILL OUT THE APPLICABLE RESPONSE)

___A. The rent is not being increased above the threshold for presumptively unreasonable rent increases described above:

___B. The rent is being increased above the threshold for presumptively unreasonable rent increases described above:

___B-1: If the rent is being increased above the threshold for presumptively unreasonable rent increases described above, what is the justification for the increase:

4. IF THIS UNIT IS SUBJECT TO ARTICLE 6-A OF THE REAL PROPERTY LAW, KNOWN AS THE NEW YORK STATE GOOD CAUSE EVICTION LAW, AND THIS NOTICE SERVES TO INFORM A TENANT THAT THE LANDLORD IS NOT RENEWING A LEASE, WHAT IS THE GOOD CAUSE FOR NOT RENEWING THE LEASE? (PLEASE MARK ALL APPLICABLE REASONS)

___A. This unit is exempt from Article 6-A of the Real Property Law, known as the New York State Good Cause Eviction Law, for the reasons stated in response to question 2, above (IF THIS ANSWER IS CHECKED, NO OTHER ANSWERS TO THIS QUESTION SHOULD BE CHECKED):

___B. The tenant is receiving this notice in connection with a first lease or a renewal lease, so the landlord does not need to check any of the lawful reasons listed below for not renewing a lease under Article 6-A of the Real Property Law, known as the New York State Good Cause Eviction Law (IF THIS ANSWER IS CHECKED, NO OTHER ANSWERS TO THIS QUESTION SHOULD BE CHECKED):

___C. The landlord is not renewing the lease because the unit is sublet and the sublessor seeks in good faith to recover possession of the unit for their own personal use and occupancy (exemption under subdivision 3 of section 214 of the Real Property Law):

___D. The landlord is not renewing the lease because the possession, use or occupancy of the unit is solely incident to employment and the employment is being or has been lawfully terminated (exemption under subdivision 4 of section 214 of the Real Property Law):

___E. The landlord is not renewing the lease because the tenant has failed to pay rent due and owing, and the rent due or owing, or any part thereof, did not result from a rent increase which is unreasonable. A rent increase is presumptively unreasonable if the increase from the prior rent is greater than the lower of: (a) 5 percent plus the annual percentage change in the consumer price index for all urban consumers for all items as published by the United States Bureau of Labor Statistics for the region in which the housing accommodation is located, as published not later than August 1st of each year by the Division of Housing and Community Renewal; or (b) 10 percent (good cause for eviction under paragraph a of subdivision 1 of section 216 of the Real Property Law):

___F. The landlord is not renewing the lease because the tenant is violating a substantial obligation of their tenancy or breaching any of the landlord's rules and regulations governing the premises, other than the obligation to surrender possession of the premises, and the tenant has failed to cure the violation after written notice that the violation must cease within 10 days of receipt of the written notice. For this good cause to apply, the obligation the tenant violated cannot be an obligation that was imposed for the purpose of circumventing the intent of Article 6-A of the Real Property Law, known as the New York State Good Cause Eviction Law. The landlord's rules or regulations that the tenant has violated also must be reasonable and have been accepted in writing by the tenant or made a part of the lease at the beginning of the lease term (good cause for eviction under paragraph b of subdivision 1 of section 216 of the Real Property Law):

___G. The landlord is not renewing the lease because the tenant is either (a) committing or permitting a nuisance on the unit or the premises; (b) maliciously or grossly negligently causing substantial damage to the unit or the premises; (c) interfering with the landlord's, another tenant's, or occupants of the same or an adjacent building or structure's comfort and safety (good cause for eviction under paragraph c of subdivision 1 of section 216 of the Real Property Law);

___H. The landlord is not renewing the lease because the tenant's occupancy of the unit violates law and the landlord is subject to civil or criminal penalties for continuing to let the tenant occupy the unit. For this good cause to apply, a state or municipal agency having jurisdiction must have issued an order requiring the tenant to vacate the unit. No tenant shall be removed from possession of a unit on this basis unless the court finds that the cure of the violation of law requires the removal of the tenant and that the landlord did not, through neglect or deliberate action or failure to act, create the condition necessitating the vacate order. If the landlord does not try to cure the conditions causing the violation of the law, the tenant has the right to pay or secure payment, in a manner satisfactory to the court, to cure the violation. Any tenant expenditures to cure the violation shall be applied against rent owed to the landlord. Even if removal of a tenant is absolutely essential to the tenant's health and safety, the tenant shall be entitled to resume possession at such time as the dangerous conditions have been removed. The tenant also retains the right to bring an action for monetary damages against the landlord or to otherwise compel the landlord to comply with all applicable state or municipal housing codes (good cause for eviction under paragraph d of subdivision 1 of section 216 of the Real Property Law);

___I. The landlord is not renewing the lease because the tenant is using or permitting the unit or premises to be used for an illegal purpose (good cause for eviction under paragraph e of subdivision 1 of section 216 of the Real Property Law);

___J. The landlord is not renewing the lease because the tenant has unreasonably refused the landlord access to the unit for the purposes of making necessary repairs or improvements required by law or for the purposes of showing the premises to a prospective purchaser, mortgagee, or other person with a legitimate interest in the premises (good cause for eviction under paragraph f of subdivision 1 of section 216 of the Real Property Law);

___K. The landlord is not renewing the lease because the landlord seeks in good faith to recover possession of the unit for the landlord's personal use and occupancy as the landlord's principal residence, or for the personal use and occupancy as a principal residence by the landlord's spouse, domestic partner, child, stepchild, parent, step-parent, sibling, grandparent, grandchild, parent-in-law, or sibling-in-law. The landlord can only recover the unit for these purposes if there is no other suitable housing accommodation in the building that is available. Under no circumstances can the landlord recover the unit for these purposes if the tenant is (a) 65 years old or older; or (b) a "disabled person" as defined in subdivision 6 of section 211 of the Real Property Law. To establish this good cause in an eviction proceeding, the landlord must establish good faith to recover possession of a housing accommodation for the uses described herein by clear and convincing evidence (good cause for eviction under paragraph g of subdivision 1 of section 216 of the Real Property Law);

___L. The landlord is not renewing the lease because the landlord in good faith seeks to demolish the housing accommodation. To establish this good cause in an eviction proceeding, the landlord must establish good faith to demolish the housing accommodation by clear and convincing evidence (good cause for eviction under paragraph h of subdivision 1 of section 216 of the Real Property Law);

___M. The landlord is not renewing the lease because the landlord seeks in good faith to withdraw the unit from the housing rental market. To establish this good cause in an eviction proceeding, the landlord must establish good faith to withdraw the unit from the rental housing market by clear and convincing evidence (good cause for eviction under paragraph i of subdivision 1 of section 216 of the Real Property Law);

___N. The landlord is not renewing the lease because the tenant has failed to agree to reasonable changes at lease renewal, including reasonable increases in rent, and the landlord gave written notice of the changes to the lease to the tenant at least 30 days, but no more than 90 days, before the current lease expired. A rent increase is presumptively unreasonable if the increase from the prior rent is greater than the lower of: (a) 5 percent plus the annual percentage change in the consumer price index for all urban consumers for all items as published by the United States Bureau of Labor Statistics for the region in which the housing accommodation is located, as published by August 1st of each year by the Division of Housing and Community Renewal; or (b) 10 percent (good cause for eviction under paragraph j of subdivision 1 of section 216 of the Real Property Law);

I acknowledge receipt of the Good Cause Eviction Law Notice

Tenant Date

Tenant Date