

SUBLET APPLICATION:

FOREST HILLS INN APTS. LTD.

***20 Continental Ave.
Forest Hills, NY***

Contact Information:

**Ms. Susan Rubin
Transfer Agent
Kaled Management Corp.,
7001 Brush Hollow Road Ste:200
Westbury, NY 11590
(516) 876-4800 x 313
Fax (516) 780-8313
susan@kaled.com**

Bldg. # 340

2/2024



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.**

* Submit completed packages to: **Ms. Susan Rubin c/o Kaled Management Corp., 7001 Brush Hollow Road, Westbury, NY 11590.** Please allow three (3) weeks for the processing of the application and Board review.

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

- Please submit One Copy and one (1) ORIGINAL (Totaling Two (2) complete packages).

***Please remove your social security number from all documents except credit check authorization only in original package .**

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

If instructions are not followed packages will be returned

- Application Handling & Procedures:
Upon receipt of the completed application and required documents, the Transfer Agent will proceed in obtaining a current credit report for the applicant. All completed documents are reviewed and verified by the agent prior to submitting them to the Board of Directors, who at their discretion will arrange for an interview with the applicant if one is needed. All persons who will be residing in the premises must attend the interview. The Board upon review decides for an approval or rejection of the application and notifies Agent accordingly. The Board has no obligation to explain their decision to the prospective Shareholder or Applicant.

SUBLET REQUIREMENTS
APPLICATION CHECKLIST

*** Shareholder can only sublet for a total of four (4) years maximum.**

1. Sub-Lease Application. _____
2. Executed Lease Agreement; not to exceed one (1) year. _____
3. Reference letter from previous Landlord (explanation if none). _____
4. Three (3) letters of reference - one (1) business and two (2) personal, from someone other than family, who has known the prospective subtenant for a minimum of five (5) years. _____
5. Prior two (2) years completed and signed tax returns including, IRS form 1040 with all supporting schedules and W-2 forms.
(Please remove your social security number) _____
6. Employer letter stating the prospective subtenant's length of employment, salary and likelihood of continued employment. _____
7. Prior two (2) pay stubs from current employer (please ensure base pay and overtime pay is shown separately). _____
8. Buyer's Personal Financial Statement listing ALL assets, liabilities and corresponding net worth (sample sheet enclosed). _____
9. Supporting Statements for all items listed on the prospective subtenant's Personal Financial Statement (including but not limited to all bank accounts, brokerage accounts, mutual funds, stocks, bonds, notes, loans, mortgages, and any other financial instruments not previously mentioned). _____
10. Bank balance copies of your latest Bank statements (2) two months. _____
11. Criminal/ authorization for each purchaser.
Only in original copy _____
12. A signed window guard rider, Sprinkler rider, Carbon monoxide and Lead paint acknowledgement signed, notarized, and initialed by both parties. _____
13. Signed Acknowledgement that House Rules have been received and read. _____
14. Shareholder is required to have home owners insurance & subtenant must submit renters insurance. _____

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

- * Enclose a check in the amount of \$600.00 payable Kaled Management Corp. for administration fee. (Subtenant)
- * Credit check fee \$150.00 per applicant payable to Kaled Management Corp. (Subtenant)
- * Move-in/out deposit \$500.00 payable to Forest Hills Inn Apartments LTD. This fee is refundable if moving rules are followed and no damages occur during moving. (Shareholders & Subtenant)
- * Sublet Fee – First year and second year \$5.00 per share monthly and billed to the shareholder(s) account. Second to fourth year will \$6.00 monthly and billed to the shareholder(s) account.(Payable by Shareholder)
* **Shareholder can only sublet for a total of four (4) years maximum.**
- * Submit completed packages to Ms. Susan Rubin/Kaled Management, 7001 Brush Hollow Rd. Westbury, NY 11590.
- * Any packages not submitted in their entirety will be returned.
ONE (1) COPY AND ONE ORIGINAL. Total (2) Two

Please remove your social security number from all documents except credit check Authorization only in the original package.

The Board may require additional information

SUBLEASE APPLICATION

Application is herewith submitted for the sublease and for the right of residency in
apartment # _____ **Forest Hill Apartments LTD**

Owner's Name(s): _____

Telephone Numbers - Home: () _____ **Work:** () _____

Applicant Name: _____

Social Security Number Last 4 Digits: _____

Address: _____

Telephone Numbers - Home: () _____ **Work:** () _____

Email _____

Employer's Name: _____

Address: _____

Occupation: _____

Length of Employment: _____

Title: _____ **Salary:** _____

Present Amount of Monthly Rent: _____ **Mortgage:** _____

Co-Applicant (if applicable): _____

Social Security Number Last 4 Digits: _____

Address: _____

Telephone Numbers - Home: () _____ **Work:** () _____

Email _____

Employer's Name: _____

Address: _____

Occupation: _____

Length of Employment: _____

Title: _____ **Salary:** _____

Present Amount of Monthly Rent: _____ **Mortgage:** _____

Name of Landlord and Telephone #: _____ ()

Length of Residency: _____

Reason for Leaving: _____

Bank: _____

Address: _____

Account Number(s) (Last 4 digits): _____

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

Name:	Relationship:	Occupation:

Broker Involved: _____

How did learn of the Co-op? _____

Do you have any pets? Yes: _____ **No:** _____

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 Forest Hills Inn Apartments LTD.

Signature of Applicant: _____ **Date:** _____

Signature of Co-Applicant: _____ **Date:** _____

SCHEDULE A

CASH BALANCES AND BANK LOANS

<u>Name of Bank</u>	<u>Statement Date</u>	<u>Method of Borrowing</u>
	Cash Balance Amt. Owed	Secured/Unsecured

Cash on Hand _____

Totals _____

SCHEDULE B

STOCKS AND BONDS

<u>Shares/Par</u>	<u>Name of Security</u>	<u>In name of</u>	<u>FMV</u>	<u>Pledged to</u>
-------------------	-------------------------	-------------------	------------	-------------------

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SCHEDULE C

REAL ESTATE OWNED

LOCATION _____

TYPE OF PROPERTY _____

STATE ACQUIRED _____

MORTGAGE HOLDER _____

TITLE IN NAME OF _____

COST _____

RECENT APPRAISED VALUE _____

MORTGAGE AMOUNT _____

DUE _____

Are there any liens against the above property? _____

Are there any mortgage payments, interest or taxes in arrears? _____

<u>ASSETS</u>	<u>AMOUNT</u>	<u>LIABILITIES</u>	<u>AMOUNT</u>	<u>PYMT/MOS</u>
<u>Cash(Schedule A)</u>		<u>Notes Payable Bank(Schedule A)</u>		
<u>Stocks & Bonds</u>		<u>Notes Payable to Relatives</u>		
<u>Due from Relatives</u>		<u>Notes Payable to Others</u>		
<u>Due from Others - Good</u>		<u>Income Taxes Payable</u>		
<u>Doubtful Receivables</u>		<u>Other Accrued Taxes & Interest</u>		
<u>Real Estate Owned(Sched. C</u>		<u>Mortgage Payable(Sched. C.)</u>		
<u>Mortgages Owned(Sched. D)</u>		<u>Installment Contract Payable</u>		
<u>Cash Surrender Value of Life Insurance(Sched E</u>		<u>Other Liabilities (including credit card-incl. name & acct #)</u>		
<u>Other Assets (Itemize)</u>				
		<u>TotalAssets</u>		
		<u>Total Liabilities</u>		
<u>Total Assets</u>		<u>Net Worth</u>		

Please use the word "NONE" where no amount is to be entered.

Schedule D
Real Estate Mortgage Owned

Mortgage A Mortgage B Mortgage C

Type of Property _____

Location _____

Type of Lien (1st, 2nd) _____

Mortgage of Record _____

Original Amount _____

Present Amount _____

Maturity _____

Are there any principal payments, interest or taxes in arrear? _____

Are there any unrecorded assignments? _____

Schedule E
Life Insurance

Face Amount _____

Company Name _____

Beneficiary _____

Type of Policy _____

Cash Value _____

Loans against Policy _____

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: _____

RESIDENT UPDATE SHEET

Please Print

Apartment #

NAME(S) OF SHAREHOLDER(S)

Name: _____

Name: _____

Home Telephone: _____ Cell Phone: _____

Email: _____

Business Phone: _____

In case of emergency please contact _____
At # _____

**** Key to my apartment is with _____

Address: _____ Name: _____

Telephone# _____

If you are subletting your apartment, please give us the following information

Name of Subtenant _____ Home Telephone: _____

Cell Phone: _____

Place of Business _____ Office # _____

Lease Date from/to _____

CREDIT CHECK AUTHORIZATION

NAME: _____

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____

HOME ADDRESS:
(LAST SEVEN YEARS): _____

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

Signature

Dated

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:_____

INFORMATION AND COLLECTION AUTHORIZATION

Our policy is to screen all prospective tenants through the use of a credit profile search. The fee for this service is \$150.00 per applicant to be paid by you and with which we pay the credit check company for its service.

The fee for this service is non-refundable under any circumstances, even if you are denied the rental or sale of the apartment on the basis of the report, or if you change your mind and do not rent/buy.

I have read the above agreement, and I agree to its terms. I have received a copy of this document and I am supplying you with the necessary information to conduct this collection of information and credit profile searches, and I, authorize the same.

Applicants Signature

Applicants Signature

Dated: _____

Agent for Kaled Management Corp.

RESIDENTIAL LEASE ADDENDUM #1

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

Lease 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 approval pamphlet on lead poisoning prevention.

Lessors' 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 leadbased 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 Acknowledgement (initial)

- (e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d 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

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

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

SUBTENANT (PRINT)

SUBTENANT (SIGNATURE)

SUBTENANT (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 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)).

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.

Tenant :	Name: _____	
	Signature: _____	Date: _____
	Name: _____	
	Signature: _____	Date: _____
Owner	Name: _____	
	Signature _____	Date: _____

STANDARD FORM OF COOPERATIVE APARTMENT SUBLEASE

THE REAL ESTATE BOARD OF NEW YORK, INC.

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CAS/98

PREAMBLE: This Sublease contains the agreements between You and Owner concerning the rights and obligations of each party. You and Owner have other rights and obligations which are set forth in government laws and regulations.

You should read this Sublease carefully. If You have any questions, or if You do not understand any words or statements, get clarification. Once You and Owner sign this Sublease, You and Owner will be presumed to have read it and understood it. You and Owner admit that all agreements between You and Owner have been written into this Sublease except for obligations arising under the Cooperative Documents (as defined in Article 4). You understand that any agreements made before or after this Sublease was signed and not written into it will not be enforceable.

THIS SUBLEASE is made as of _____ month _____ day _____ year between
Owner, the Sublessor, _____
whose address is _____, and
You, the Sublessee, _____
whose address is _____.

1. APARTMENT AND USE

Owner agrees to sublease to You Apartment _____ on the _____ floor in the cooperative apartment building at _____, Borough of _____, City and State of New York (the "Building"). You shall use the Apartment for living purposes only. The Apartment may be occupied only by You and the following Permitted Occupants: _____.

You acknowledge that: (i) this Sublease may not commence until the occupancy of the Apartment by You and the Permitted Occupants has been approved by the Board of Directors of _____ ("Apartment Corporation"); and (ii) no other person other than You and the Permitted Occupants may reside in the Apartment without the prior written consent of the Owner and the Apartment Corporation.

2. LENGTH OF SUBLEASE

The term (that means the length) of this Sublease will begin on _____ and will end on _____. If You do not do everything You agree to do in this Sublease, Owner may have the right to end this Sublease before the ending date. If Owner does not do everything that Owner agrees to do in this Sublease, You may have the right to end the Sublease before the ending date. You acknowledge that the term of this Sublease may be reduced as authorized by Article 6.

3. RENT

Your monthly rent for the Apartment is \$ _____. You must pay Owner the rent, in advance, on the first day of each month either to Owner at the above address or at another place that Owner may inform You of by written notice. You must pay the first month's rent to Owner when You sign this Sublease if the Sublease begins on the first day of the month. If the Sublease begins after the first day of the month, You must pay when You sign this Sublease: (i) the part of the rent from the beginning date of this Sublease until the last day of the month, and (ii) the full rent for the next full calendar month.

4. COOPERATIVE DOCUMENTS

This Sublease shall be subject and subordinate to: (i) the Proprietary Lease for the Apartment between Apartment Corporation, as lessor, and Owner, as lessee; (ii) the Rules and Regulations of the Apartment Corporation (which are sometimes called House Rules); and (iii) the By-Laws of the Apartment Corporation. (The Proprietary Lease, the Rules and Regulations and the By-Laws of the Apartment Corporation and all amendments thereto, including any amendments subsequent to the date hereof, are collectively called the "Cooperative Documents".) In the event of any inconsistency between the provisions of this Sublease and the Cooperative Documents, the provisions of the Cooperative Documents shall govern and be binding.

You and the Permitted Occupants of the Apartment shall faithfully observe and comply with the Cooperative Documents, other than the provisions of the Cooperative Documents required to be performed by Owner (which include the payment of rent for the Apartment to the Apartment Corporation). You and the Permitted Occupants of the Apartment shall not undertake any action which, if performed by Owner, would constitute a violation of the Cooperative Documents. You have reviewed the Cooperative Documents or waived their examination.

5. SECURITY DEPOSIT

You are required to give Owner the sum of \$ _____ when You sign this Sublease as a security deposit, which is called in law a trust. Owner will deposit this security in _____ bank at _____, New York. This security account shall not bear interest.

If You carry out all of your agreements in this Sublease and if You move out of the Apartment and return it to Owner in the same condition it was in when You first occupied it, except for ordinary wear and tear or damage caused by fire or other casualty through no fault of your own, Owner will return to You the full amount of your security deposit within 60 days after this Sublease ends. However, if You do not carry out all your agreements in this Sublease, Owner may keep all or part of your security deposit which has not yet been paid to You necessary to pay Owner for any losses incurred, including missed payments.

If Owner sells the Apartment, Owner will turn over your security either to You or to the person buying the Apartment within 5 days after the sale. Owner will then notify You, by registered or certified mail, of the name and address of the person or company to whom the deposit has been turned over. In such case, Owner will have no further responsibility to You for the security deposit. The new owner will become responsible to You for the security deposit.

6. IF YOU ARE UNABLE TO MOVE IN

A situation could arise which might prevent Owner from letting You move into the Apartment on the beginning date set in this Sublease. If this happens for reasons beyond Owner's reasonable control, including the failure to obtain the consent of the Apartment Corporation to this Sublease prior to the beginning date, Owner will not be responsible for your damages or expenses and this Sublease will remain in effect. However, in such case, the Sublease will start on the date when You can move in; the ending date of this Sublease as specified in Article 2 will remain the same. You will not have to pay rent until the move-in date Owner gives You by written notice, or

the date You move in, whichever is earlier. If Owner does not give You notice that the move-in date is within 30 days after the beginning date of the term of this Sublease as stated in Article 2, this Sublease shall be canceled and all prepaid rent and security deposit shall be promptly returned to You.

7. CAPTIONS

In any dispute arising under this Sublease, in the event of a conflict between the text and a caption, the text controls.

8. WARRANTY OF HABITABILITY

A. All of the sections of this Sublease are subject to the provisions of the Warranty of Habitability Law in the form it may have from time to time during this Sublease. Nothing in this Sublease can be interpreted to mean that You have given up any of your rights under that law. Under that law, Owner agrees that the Apartment is fit for human habitation and that there will be no conditions which will be detrimental to life, health or safety.

B. You will do nothing to interfere to make more difficult the Apartment Corporation's efforts to provide You and all other occupants of the Building with the required facilities and services. Any condition caused by your misconduct or the misconduct of anyone under your direction or control shall not be a breach by Owner.

9. CARE OF YOUR APARTMENT; END OF SUBLEASE-MOVING OUT

A. You will take good care of the Apartment and will not permit or do any damage to it, except for damage which occurs through ordinary wear and tear. You will move out on or before the ending date of this Sublease and leave the Apartment in good order and in the same condition as it was when You first occupied it, except for ordinary wear and tear and damage caused by fire or other casualty through no fault of your own.

B. When the Sublease ends, You must remove all of your movable property. You must also remove at your own expense, any wall covering, bookcases, cabinets, mirrors, painted murals or any other installation or attachment You may have installed in the Apartment, even if it was done with Owner's consent. If the Apartment Corporation imposes any "move-out" deposits or fees, You shall pay any such deposit or fee when requested by the Apartment Corporation. You must restore and repair to its original condition those portions of the Apartment affected by those installations and removals. You have not moved out until all persons, furniture and other property of yours is also out of the Apartment. If your property remains in the Apartment after the Sublease ends, Owner may either treat You as still in occupancy and charge You for use, or may consider that You have given up the Apartment and any property remaining in the Apartment. In this event, Owner may either discard the property or store it at your expense. You agree to pay Owner for all costs and expenses incurred in removing such property. The provisions of this article will continue to be in effect after the end of this Sublease.

10. CHANGES AND ALTERATIONS TO APARTMENT

You cannot build in, add to, change or alter, the Apartment in any way, including wallpapering, painting, repainting, or other decorating, without first obtaining the prior written consent of Owner and, if required under the Proprietary Lease, the Apartment Corporation. Without Owner's and/or the Apartment Corporation's prior written consent, You cannot install or use in the Apartment any of the following: dishwasher machines, clothes washing or drying machines, electric stoves, garbage disposal units, heating, ventilating or air conditioning units or any other electrical equipment which, in Owner's and/or the Apartment Corporation's opinion, will overload the existing wiring installation in the Building or interfere with the use of such electrical wiring facilities by other tenants of the Building. Also, You cannot place in the Apartment water-filled furniture.

11. YOUR DUTY TO OBEY AND COMPLY WITH LAWS, REGULATIONS AND RULES

A. GOVERNMENT LAWS AND ORDERS. You will obey and comply: (i) with all present and future city, state and federal laws and regulations which affect the Building or the Apartment, and (ii) with all orders and regulations of insurance rating organizations which affect the Apartment and the Building. You will not allow any windows in the Apartment to be cleaned from the outside, unless the prior written consent of the Apartment Corporation is obtained.

B. APARTMENT CORPORATION'S RULES AFFECTING YOU. You will obey all of the Cooperative Documents other than the provisions of the Cooperative Documents required to be performed by Owner.

C. YOUR RESPONSIBILITY. You are responsible for the behavior of yourself, the Permitted Occupants of the Apartment, your servants and people who are visiting You. You will reimburse Owner as additional rent upon demand for the cost of all losses, damages, fines and reasonable legal expenses incurred by Owner because You, the Permitted Occupants of the Apartment, servants or people visiting the Apartment, have not obeyed government laws and orders, the Cooperative Documents or this Sublease.

12. OBJECTIONABLE CONDUCT

You, the Permitted Occupants of the Apartment, servants or people visiting the Apartment will not engage in objectionable conduct in the Building. Objectionable conduct means behavior which makes or will make the Apartment or the Building less fit to live in for You or other occupants. It also means anything which interferes with the right of others to properly and peacefully enjoy their apartments, or causes conditions that are dangerous, hazardous, unsanitary and detrimental to other occupants of the Building. Objectionable conduct by You gives Owner the right to end this Sublease.

13. SERVICES AND FACILITIES

A. REQUIRED SERVICES. The Apartment Corporation will provide cold and hot water and heat, as required by law, repairs to the Apartment, as required by the Proprietary Lease, elevator service if the Building has elevator equipment, and the utilities, if any, included in the rent, as set forth in subparagraph B. You are not entitled to any rent reduction because of a stoppage or reduction of any of the above services unless it is provided by law.

B. The following utilities are included in the rent _____.

C. ELECTRICITY AND OTHER UTILITIES. If the Apartment Corporation provides electricity or gas for a separate, submetered charge, your obligations to the Apartment Corporation and/or Owner are described in a rider attached to this Sublease. If electricity or gas is not included in the rent and is not charged separately by the Apartment Corporation and/or Owner, You must arrange for this service directly with the utility company. You must also pay directly for telephone service and cable television service if the cost of any such service is not included in the rent.

15. ENTRY TO APARTMENT

During reasonable hours and with reasonable notice, except in emergencies, Owner, Owner's representatives and agents or employees of the Apartment Corporation may enter the Apartment for the following reasons:

A. To erect, use and maintain pipes and conduits in and through the walls and ceilings of the Apartment; to inspect the Apartment; and to make any necessary repairs or changes Owner or the Apartment Corporation decide are necessary. Your rent will not be reduced because of any of this work, unless the rent payable by Owner under the Proprietary Lease is reduced.

B. To show the Apartment to persons who may wish to become owners of the Apartment or may be interested in lending money to Owner.

C. For two months before the end of the Sublease, to show the Apartment to persons who wish to sublease it.

D. If, during the last month of the Sublease, You have moved out and removed all or almost all of your property from the Apartment, Owner may enter to make changes, repairs or redecorations. Your rent will not be reduced for that month and this Sublease will not be ended by Owner's entry.

E. If, at any time, You are not personally present to permit Owner, Owner's representatives or the agents and employees of the Apartment Corporation, to enter the Apartment and entry is necessary or allowed by law, under the Proprietary Lease or this Sublease, Owner, Owner's representatives or the agents and employees of the Apartment Corporation may nevertheless enter the Apartment. Owner, Owner's representatives or the agents and employees of the Apartment Corporation may enter by force in an emergency. Owner will not be responsible to You, unless during this entry, any authorized party is negligent or misuses your property.

16. ASSIGNING; SUBLETTING; ABANDONMENT

A. Assigning and Subletting. You cannot assign this Sublease or sublet the Apartment. You acknowledge that Owner may refuse any request made by You to assign this Sublease or to further sublet the Apartment for any reason or no reason.

B. Abandonment. If You move out of the Apartment (abandonment) before the end of this Sublease without the consent of Owner, this Sublease will not be ended. You will remain responsible for each monthly payment of rent as it becomes due until the end of this Sublease. In case of abandonment your responsibility for rent will end only if Owner chooses to end this Sublease for default as provided in Article 17.

17. DEFAULT

A. You default under the Sublease if You act in any of the following ways:

- (i) You fail to carry out any agreement or provision of this Sublease;
- (ii) You, a Permitted Occupant of the Apartment, servants or people visiting the Apartment behave in an objectionable manner;
- (iii) You, a Permitted Occupant of the Apartment, servants or people visiting the Apartment violate any of the Cooperative Documents;
- (iv) You do not take possession or move into the Apartment 15 days after the beginning of this Sublease; or
- (v) You and the Permitted Occupants of the Apartment move out permanently before this Sublease ends.

If You do default in any one of these ways, other than a default in the agreement to pay rent, Owner may serve You with a written notice to stop or correct the specified default within 10 days. You must then either stop or correct the default within 10 days, or, if You need more than 10 days, You must begin to correct the default within 10 days and continue to do all that is necessary to correct the default as soon as possible.

B. If You do not stop or begin to correct a default within 10 days, Owner may give You a second written notice that this Sublease will end 6 days after the date the second written notice is sent to You. At the end of the 6-day period, this Sublease will end, You then must move out of the Apartment. Even though this Sublease ends, You will remain liable to Owner for unpaid rent up to the end of this Sublease, the value of your occupancy, if any, after the Sublease ends, and damages caused to Owner after that time as stated in Article 18.

C. If You do not pay your rent when this Sublease requires after a personal demand for rent has been made, or within 3 days after a statutory written demand for rent has been made, or if the Sublease ends Owner may do the following: (i) enter the Apartment and retake possession of it if You have moved out; (ii) go to court and ask that You and all other occupants in the Apartment be compelled to move out.

Once this Sublease has been ended, whether because of default or otherwise, You give up any right You might otherwise have to reinstate this Sublease.

18. REMEDIES OF OWNER AND YOUR LIABILITY

If this Sublease is ended by Owner because of your default, the following are the rights and obligations of You and Owner.

A. You must pay your rent until this Sublease has ended. Thereafter, You must pay an equal amount for what the law calls "use and occupancy" until You actually move out.

B. Once You are out, Owner may re-rent the Apartment or any portion of it for a period of time which may end before or after the ending date of this Sublease. Owner may re-rent to a new subtenant at a lesser rent or may charge a higher rent than the rent in this Sublease.

C. Whether the Apartment is re-rented or not, You must pay to Owner as damages:

- (i) the difference between the rent in this Sublease and the amount, if any, of the rents collected in any later sublease of the Apartment for what would have been the remaining period of this Sublease; and
- (ii) Owner's expenses for the cost of putting the Apartment in good condition for re-rental; and
- *** (iii) Owner's expenses for attorney's fees (*Delete if inapplicable*).

D. You shall pay all damages due in monthly installments on the rent day established in this Sublease. Any legal action brought to collect one or more monthly installments of damages shall not prejudice in any way Owner's right to collect the damages for a later month by a similar action. If the rent collected by Owner from a subsequent subtenant of the Apartment is more than the unpaid rent and damages which You owe Owner, You cannot receive the difference. Owner's failure to re-rent to another subtenant will not release or

- ing the Apartment or the Building which You, the Permitted Occupants of the Apartment, persons who visit the Apartment or work for You have caused;
- (iii) Preparing the Apartment for the next subtenant if You move out of the Apartment before the Sublease ending date without Owner's prior written consent;
 - *** (iv) Any legal fees and disbursements for legal actions or proceedings brought by Owner against You because of a default by You for defending lawsuits brought against Owner because of the actions of You, the Permitted Occupants of the Apartment, persons who visit the Apartment or work for You (*Delete if inapplicable*);
 - (v) Removing all of your property after this Sublease is ended;
 - (vi) Any miscellaneous charges payable to the Apartment Corporation for services You requested that are not required to be furnished You under this Sublease for which services You have failed to pay the Apartment Corporation and which Owner has paid;
 - (vii) All other fees and expenses incurred by Owner because of the failure to obey any other provisions and agreements of this Sublease or the Cooperative Documents by You, the Permitted Occupants of the Apartment, persons who visit the Apartment or work for You.

These fees and expenses shall be paid by You to Owner as additional rent within 30 days after You receive Owner's bill or statement. If this Sublease has ended when these fees and expenses are incurred, You will still be liable to Owner for the same amount as damages.

B. Owner agrees that unless subparagraph (iv) of subparagraph 20 A has been stricken out of this Sublease, You have the right to collect reasonable legal fees and expenses incurred in a successful defense by You of a lawsuit brought by Owner against You or brought by You against Owner to the extent provided by Real Property Law Section 234.

C. You shall pay the Apartment Corporation on demand for the cost of any miscellaneous charges payable to the Apartment Corporation for services You requested that are not required to be furnished You under this Sublease.

21. PROPERTY LOSS, DAMAGES OR INCONVENIENCE

Unless caused by the negligence or misconduct of Owner, Owner's representatives or the agents and employees of the Apartment Corporation, none of these authorized parties are responsible to You for any of the following: (i) any loss of or damage to You or your property in the Apartment or the Building due to any accidental or intentional cause, even a theft or another crime committed in the Apartment or elsewhere in the Building; (ii) any loss of or damage to your property delivered to any agent or employee of the Apartment Corporation (i.e. doorman, superintendent, etc.); or (iii) any damage or inconvenience caused to You by actions, negligence or violations of the Cooperative Documents by any other tenant or person in the Building except to the extent required by law.

Owner will not be liable for any temporary interference with light, ventilation, or view caused by construction by or on behalf of the Apartment Corporation. Owner will not be liable for any such interference on a permanent basis caused by construction on any parcel of land not owned by Owner or the Apartment Corporation. Owner will not be liable to You for such interference caused by the permanent closing, darkening or blocking up of windows, if such action is required by law. None of the foregoing events will cause a suspension or reduction of the rent or allow You to cancel the Sublease.

22. FIRE OR CASUALTY

A. If the Apartment becomes unusable, in part or totally, because of fire, accident or other casualty, this Sublease will continue unless ended by Owner under subparagraph C below or by You under subparagraph D below. However, the rent will be reduced immediately. This reduction will be based upon the square footage of the part of the Apartment which is unusable.

B. Owner and/or the Apartment Corporation will repair and restore the Apartment, unless Owner decides to take actions described in subparagraph C below.

C. After a fire, accident or other casualty in the Building, the Apartment Corporation may decide to tear down the Building or to substantially rebuild it. In such case, Owner need not restore the Apartment but may end this Sublease. Owner may do this even if the Apartment has not been damaged, by giving You written notice of this decision within 30 days after the date when the damage occurred. If the Apartment is unusable when Owner gives You such notice, this Sublease will end 60 days from the last day of the calendar month in which You were given the notice.

D. If the Apartment is completely unusable because of fire, accident or other casualty and it is not repaired in 30 days, You may give Owner written notice that You end the Sublease. If You give that notice, this Sublease is considered ended on the day that the fire, accident or casualty occurred. Owner will promptly refund your security deposit and the pro-rata portion of rents paid for the month in which the casualty happened.

E. Unless prohibited by the applicable policies, to the extent that such insurance is collected, You and Owner release and waive all right of recovery against the other or anyone claiming through or under each by way of subrogation.

F. You acknowledge that if fire, accident, or other casualty causes damage to any of your personal property in the Apartment, including, but not limited to your furniture and clothes, neither the Owner nor the Apartment Corporation will be responsible to You for the repair or replacement of any such damaged personal property unless such damage was a result of the Owner's or the Apartment Corporation's negligence.

23. PUBLIC TAKING

The entire Building or a part of it can be acquired (condemned) by any government or government agency for a public or quasi-public use or purpose. If this happens, this Sublease shall end on the date the government or agency take title. You shall have no claim against Owner for any damage resulting; You also agree that by signing this Sublease, You assign to Owner any claim against the government or government agency for the value of the unexpired portion of this Sublease.

24. SUBORDINATION CERTIFICATE AND ACKNOWLEDGMENTS

All leases and mortgages of the Building or of the land on which the Building is located and the Proprietary Lease for the Apartment now in effect or made after this Sublease is signed, come ahead of this Sublease. In other words, this Sublease is "subject and subordinate to" the Proprietary Lease and any existing or future lease or mortgage on the Building or land, including any renewals, consolidations, modifications and replacements of these leases or mortgages. If certain provisions of any of these leases or mortgages

writing, (ii) signed by or in the name of Owner or Owner's agent, and (iii) addressed to You at the Apartment and delivered to You personally or sent by registered or certified mail to You at the Apartment. The date of service of any written notice by Owner to You under this agreement is the date of delivery or mailing of such notice.

B. Notices to Owner. If You wish to give a notice to Owner, You must write it and deliver it or send it by registered or certified mail to Owner at the address noted on page 1 of this Sublease or at another address of which Owner or Agent has given You written notice.

27. GIVING UP RIGHT TO TRIAL BY JURY AND COUNTERCLAIM

A. Both You and Owner agree to give up the right to a trial by jury in a court action, proceeding or counterclaim on any matters concerning this Sublease, the relationship of You and Owner as sublessee and sublessor or your use or occupancy of the Apartment. This agreement to give up the right to a jury trial does not include claims or personal injury or property damage.

B. If Owner begins any court action or proceeding against You which asks that You be compelled to move out, You cannot make a counterclaim unless You are claiming that Owner has not done what Owner is supposed to do about the condition of the Apartment or the Building.

28. NO WAIVER OF SUBLEASE PROVISIONS

A. Even if Owner accepts your rent or fails once or more often to take action against You when You have not done what You have agreed to do in this Sublease the failure of Owner to make action or Owner's acceptance of rent does not prevent Owner from taking action at a later date if You against do not do what You have agreed to do.

B. Only a written agreement between You and Owner can waive any violation of this Sublease.

C. If You pay and Owner accepts an amount less than all the rent due, the amount received shall be considered to be in payment of all or part of the earliest rent due. It will not be considered an agreement by Owner to accept this lesser amount in full satisfaction of all of the rent due unless there is a written agreement between You and Owner.

D. Any agreement to end this Sublease and also to end the rights and obligations of You and Owner must be in writing, signed by You and Owner or Owner's agent. Even if You give keys to the Apartment and they are accepted by either any employee or agent of the Apartment Corporation, Owner's representatives or Owner, this Sublease is not ended.

E. This Sublease, or any provision hereof, may not be modified, amended, extended, waived or abrogated without the prior written consent of the Apartment Corporation.

29. CONDITION OF THE APARTMENT

When You signed this Sublease, You did not rely on anything said by Owner, Owner's representatives or the Apartment Corporation's employees, agents, or superintendent about the physical condition of the Apartment, the Building or the land on which is built. You did not rely on any promises as to what would be done, unless what was said or promised is written in this Sublease and signed by both You and Owner. Before signing this Sublease, You have inspected the Apartment and You accept it in its present condition "as is", except for any condition which You could not reasonably have seen during your inspection. You agree that Owner has not promised to do any work in the Apartment except as specified in a rider attached to this Sublease.

30. DEFINITIONS

A. Owner: The term "Owner" means the person or organization receiving or entitled to receive rent from You for the Apartment at any particular time other than a rent collector or managing agent of Owner. "Owner" is the person or organization that owns the shares of stock of the Apartment Corporation appurtenant to the Apartment and is the lessee under the Proprietary Lease for the Apartment. It does not include a former Owner, even if the former Owner signed this Sublease.

B. You. The Term "You" means the person or persons signing this Sublease as sublessee and the successors and assigns of the signer. This Sublease has established a sublessor-sublessee relationship between Owner and You.

31. SUCCESSOR INTERESTS

The agreements in this Sublease shall be binding on Owner and You and on those who succeed to the interest of Owner or You by law, by approved assignment or by transfer.

32. TERMINATION OF PROPRIETARY LEASE

You acknowledge that if the Proprietary Lease is terminated by the Apartment Corporation, this Sublease shall terminate and come to an end 30 days after the Proprietary Lease is terminated. In such event, Owner shall return to You pay rent paid in advance on a pro rata basis.

33. INSURANCE

You may obtain liability insurance insuring You, the Permitted Occupants of the Apartment, your servants and people visiting the Apartment, and personal property insurance insuring your furniture and furnishings and other items of personal property located in the Apartment. You may not maintain any insurance with respect to any furniture or furnishings belonging to Owner that are located in the Apartment. You acknowledge that Owner may not be required to maintain any insurance with respect to the Apartment.

34. CONSENT

You shall furnish to the Apartment Corporation or its managing agent, within 5 business days after the date of this Sublease, such personal and financial references and additional information concerning You and the Permitted Occupants of the Apartment as may be requested in order to obtain the consent of the Apartment Corporation to this Sublease, including the submission of any application requested by the Apartment Corporation. You and the Permitted Occupants shall attend one or more personal interviews with members of the Board of Directors of the Apartment Corporation if requested. If the Apartment Corporation imposes any subleasing surcharge upon the rent payable by Owner under the Proprietary Lease during the term of this Sublease, any such subleasing surcharge shall be payable by Owner to the Apartment Corporation.

You acknowledge that this Sublease will not commence and that You and the Permitted Occupants shall have no right to occupy the Apartment until the consent of the Apartment Corporation is obtained to this Sublease. If consent of the Apartment Corporation has

Sublease terminates in the same condition as on the date this Sublease commenced, subject to ordinary wear and tear. If any repairs are required to the furniture and furnishings in the Apartment when this Sublease terminates, You shall pay Owner upon demand the cost of any required repairs.

You may not remove any furniture or furnishings from the Apartment or change the location of any such furniture or furnishings during the pendency of this Sublease without Owner's prior written consent.

36. BROKER [DELETE EITHER SUBPARAGRAPH A OR B]

A. You represent to Owner that You have not dealt with any real estate broker(s) in connection with the subleasing of the Apartment other than _____, [and that _____ is your real estate broker in connection with the subleasing of the Apartment (*Delete bracket if inapplicable*)]. You will compensate such broker(s) in accordance with a separate agreement. You shall indemnify and hold Owner harmless from any and all loss incurred by Owner as a result of a breach of the foregoing representations.

B. You represent to Owner that you have not dealt with any real estate broker in connection with the subleasing of the Apartment. You shall indemnify and hold Owner harmless from any and all loss incurred by Owner as a result of a breach of the foregoing representation.

37. LEAD PAINT DISCLOSURE [DELETE IF THE BUILDING WAS ERECTED AFTER 1978]

Simultaneously with the execution of this Sublease, You and Owner shall sign and complete the disclosure of information on lead-based paint and/or lead-based paint hazards annexed as a rider attached to this Sublease. You acknowledge receipt of the pamphlet, "Protect Your Family From Lead in Your Home" prepared by the United States Environmental Protection Administration.

38. PETS [DELETE EITHER SUBPARAGRAPH A OR B]

A. You may not keep any pets in the Apartment.

B. If authorized by the Cooperative Documents, You may keep pets in the Apartment provided: (i) You obtain the prior written consent of Owner; and (ii) You comply with the Cooperative Documents with respect to the keeping of pets in the Building.

39. KEYS

Owner shall retain keys to all locks of the Apartment. If You make any changes to any such lock, You must deliver keys to Owner, and to the Apartment Corporation or its managing agent. At the end of this Sublease, You must deliver to Owner all keys to the Apartment. If You fail to return any keys, You shall pay Owner the cost of replacing any such keys.

40. WINDOW GUARDS

You shall complete and deliver to the Apartment Corporation, when requested, a notice with respect to the installation of window guards in the Apartment in the form required by the City of New York. You acknowledge that it is a violation of law to refuse, interfere with installation, or remove window guards where required.

41. OWNER'S DEFAULT TO APARTMENT CORPORATION

If: (i) Owner defaults in the payment to the Apartment Corporation of rent or other charges payable under Owner's Proprietary Lease for the Apartment; (ii) the Apartment Corporation notifies You of such default; and (iii) the Apartment Corporation instructs You to pay the rent under this Sublease to the Apartment Corporation, then You shall pay all future installments of rent payable under this Sublease to the Apartment Corporation until such time as the Apartment Corporation advises that the Owner's default has been cured. Owner acknowledges that if You pay any installment of rent payable under this Sublease to the Apartment Corporation as herein provided, You have satisfied your obligation to pay any such installment of rent to Owner. Nothing contained in this Article shall suspend your obligation to pay rent under this Sublease.

42. BINDING EFFECT

It is expressly understood and agreed that this Sublease shall not constitute an offer or create any rights in your favor, and shall in no way obligate or be binding upon Owner, and this Sublease shall have no force or effect until this Sublease is duly executed by You and Owner and a fully executed copy of this Sublease is delivered to both You and Owner.

TO CONFIRM OUR AGREEMENTS, OWNER AND YOU RESPECTIVELY SIGN THIS SUBLEASE AS OF THE DAY AND YEAR FIRST WRITTEN ON PAGE 1.

WITNESS:

_____(L.S.)
Owner's Signature
_____(L.S.)
Sublessee's Signature
_____(L.S.)
Sublessee's Signature

GUARANTY

The undersigned Guarantor guarantees to Owner the strict performance of and observance by Sublessee of all the agreements, provisions and rules in the attached Sublease. Guarantor agrees to waive all notices when Sublessee is not paying rent or not observing

HOUSE RULES

of the

The Forest Hills Inn Apts. Ltd.

20 Continental Avenue
Forest Hills Gardens, NY 11375

(718) 544-9567

This booklet was prepared as a handy guide to the policies
and procedures of our Co-op. Please refer to your
Proprietary Lease for a complete listing of all
rules and regulations.

OCTOBER 2004

FOREST HILLS INN APARTMENT, LTD. – HOUSE RULES

DEFINITION OF TERMS

Board of Directors	Shareholders elected by a majority of the votes of the Shareholders of 20 Continental Avenue.
Managing Agent	• Kaled Management Corp. 7001 Brush Hollow Road Westbury, NY 11590 Contact: Jodee Sarisky Tel: (516) 876-4800 Fax: (516) 876-6812 Jodee@Kaled.com
Shareholder(s)	Person(s) who are owners of apartment shares of 20 Continental Avenue
Leaseholder(s)	Holder of lease for professional apartment(s)
Tenants(s)	Person(s) approved by the Board to occupy a shareholder apartment for a specified period of time.

HOURS ON DUTY

Superintendent	On duty: Monday through Friday, 8:00 AM – 10:00 PM
Porter	On duty: Monday through Wednesday, 8:00AM – 5:00PM Saturday and Sunday, 8:00 AM – 5:00 PM

HOURS OPEN

Laundry Room	Seven days a week, 8:00AM – 10:00PM
The Fix Inn	Seven days a week, 8:00AM _ 10:00PM
The Sweat Inn	Seven days a week 8:00AM – 10:00PM

FOREST HILLS INN APARTMENTS, LTD – HOUSE RULES

Air Conditioners.....	8
Apartment Inspection.....	3
Bicycles.....	3
Communications.....	3
Construction/Renovation/Alteration.....	4
Deliveries.....	14
Emergency Procedures.....	5
Exhaust/Ventilator Fans.....	8
Exterminating Service.....	8
Fireplace.....	8
Garbage Disposal.....	6
Homeowner's Insurance.....	7
Housekeeping.....	8
Keys.....	9
Late Maintenance Charges.....	10
Laundry Room.....	8
Moving.....	11
Noise.....	12
Outside Areas.....	13
Packages.....	14
Pets.....	8
Plants.....	8
Professional Apartments.....	15
Safety Issues.....	16
Satellite Dishes, Antennas.....	8
Security/Doorman.....	17-18
Selling Your Apartment.....	19
Storage Areas.....	8
Sublease Procedure.....	20
Violation of House Rules.....	22
Work Order Request.....	23
Apartment Check List.....	24

FOREST HILLS INN APARTMENTS, LTD – HOUSE RULES

APARTMENT INSPECTION

The Co-op has the right to conduct an inspection of each apartment annually or within one month prior to the sale of any apartment. Using the “Apartment Inspection Checklist” as a guide (see page 24), the Superintendent and Property Manager will take a walk-through of the apartment to ensure that all items are at a satisfactory level. If an item is in unsatisfactory condition, it is the responsibility of the Shareholder to make arrangements to bring the condition to a satisfactory level within 30 days (seller must have the condition corrected at least 48 hours before the closing).

If the above is not complied with, the Shareholder will receive a fine which will be determined by the Board of Directors; this could also delay the closing of an apartment if all unsatisfactory conditions are not remedied.

BICYCLES

Bicycles can be stored on the racks located in storage rooms 1 and 2 at an annual rental fee of \$10.00. If you wish to rent storage space for your bicycle, please contact the Managing Agent who will send you a contract to sign and advise you of any regulations governing bicycle storage. You will then be assigned a specific numbered storage space on a rack.

COMMUNICATIONS

All complaints regarding the service of the building or building personnel should be made in writing and sent to the Managing Agent (Kaled Management Corp.).

Information can be shared with other Shareholders via the monthly newsletter or the bulletin board by the mailboxes.

FOREST HILLS INN APARTMENTS, LTD. – HOUSE RULES

CONSTRUCTION/RENOVATION/ALTERATION

Board approval of a completed alteration agreement is required before any Construction/renovation/alteration work is to begin. Construction is defined as any structural change in the Shareholders apartment, excluding painting, plastering, and wallpapering or changing kitchen cabinets. Construction that does require Board approval would include:

- Moving or altering columns or walls
- Installing a new kitchen or bathroom
- Installing new plumbing or changing the existing plumbing
- Removing or changing the railing in your apartment

A copy of the alteration agreement can be obtained from the Managing Agent. The following must accompany the completed alteration agreement:

- A copy of the contractor/electrician/plumber's appropriate licenses, permits and applications.
- A copy of the certificate of insurance indicating contractor's liability insurance policy naming the Co-op as co-insured for a minimum of \$1,000,000.00 liability. Depending on the extent of the renovation, a security deposit in the form of a bond equivalent to 24% of minor alterations and 50% of major renovations will be required.

The Managing Agent and the Superintendent must be notified in writing of the proposed workdays. All workmen, contractors, etc. must sign in and out on the appropriate sheet in the basement.

Work is only permitted on the following days and during the following hours:

- | | |
|-----------------|--------------------|
| Monday – Friday | 9:00 AM – 5:00 PM |
| Saturday | 10:00 AM – 5:00 PM |

Work is prohibited on Sundays and all legal holidays. The shareholder is responsible for making sure that all workers follow the rules and regulations of the Co-op and that work does not extend beyond the above time frames.

The following are not permitted:

- Jacuzzi/portable whirlpool baths (any of these must be replaced with a standard bathtub at the Shareholders expense within 30 days).
- Washing machine/dryer
- Waterbeds

FOREST HILLS INN APARTMENTS, LTD. – HOUSE RULES

EMERGENCY PROCEDURE

In an emergency situation where a Shareholder/Tenant needs to get in touch with the Superintendent please do the following:

If during normal work hours, call the Superintendent at 718-544-9567 or beep him at 917-413-3143.

If unable to reach the Superintendent, contact the Managing Agent directly at 516-876-4800 if during normal working hours. If after hours, call the 24-hour emergency number, which is 718-830-5082.

FOREST HILLS INN APARTMENTS, LTD. - HOUSE RULES

GARBAGE DISPOSAL

Normal Garbage

All organic garbage (including kitty litter) should be well drained and double sealed in two plastic bags that won't drip or burst while being transported to or descending through the compactor. Vacuum cleaner bags should not be thrown or emptied directly into the chute. Rather, such dirt or powdered waste should be secured, wrapped and double bagged prior to disposal.

Throwing carpet sweepings that contains naphthalene camphor balls or flakes, floor scrapings, rags, empty paint cans or other inflammable or highly combustible substances into the compactor is unlawful and the offender will be fined.

Large cartons, boxes, rug remnants, wooden crates, stock, board or any other solid matter should be neatly placed in the basement area at the end of the hallway opposite the craft room for pick up. Any unusual amount of garbage should be called to the attention of the superintendent.

Construction Debris

Major debris (i.e. resulting from apartment renovation/repair work) should be properly removed from the premises and disposed of by Shareholder's contractor. If a dumpster is required contact the Managing Agent first regarding placement. Minor debris should be tied, broken down and contained and left on the basement level opposite the craft room. The Shareholder or the Shareholder's contractor must clean up all common areas used during any such work completely as well on a daily basis.

Recycling

All rinsed recyclable containers should be placed in the blue containers (located by each garbage chute) clearly marked for recycling use only. Magazines, newspapers, catalogs and other recyclable paper should be placed in the standing wire baskets (located by each garbage chute). Regulations are also posted on each floor above the recycling bin.

FOREST HILLS INN APARTMENTS, LTD.

HOMEOWNERS INSURANCE

All shareholders of residential apartments and leaseholders of professional apartments are required to obtain homeowner's insurance, listing the Co-op as additional insured. A copy of the policy must be submitted to the Managing Agent prior to closing.

Once a year the Managing Agent will send out appropriate notification to all Shareholders requesting a copy of each Shareholder's homeowner's policy.

FYI....the Shareholder's ownership of the unit extends from the exposed area of the walls into your unit including fixtures, cabinets and interior cabinets, interior of closets, reachable plumbing and radiators.

FOREST HILLS INN APARTMENTS, LTD.

HOUSEKEEPING

Air conditioners should be inserted into sleeves in the wall and kept uniform with your particular line of apartments. Board approval is required to insert a new sleeve in the wall or to break a window for a new air conditioner in the window. In order to conserve energy, all Shareholders are asked to turn off their air conditioner(s) when leaving their apartment.

No **exhaust/ventilator fans** are permitted in the windows.

It is the responsibility of each Shareholder/Tenant to control and exterminate vermin and insects. The Co-op provides a monthly **exterminating service** at no extra charge to Shareholders and tenants. The sign-up sheet for this service is posted on the bulletin board. With your written authorization, the Superintendent will give the exterminator access to your apartment in your absence.

No shareholder/tenant is permitted to use his/her fireplace for cooking or burning trash. The cleaning of each fireplace flue is the responsibility of the individual Shareholder. Cleaning is recommended every two years.

No **fumes or foul odors** should emanate from any apartment and penetrate through the hallways.

The **laundry room** facility is only for the use of resident Shareholders/tenants during the days/hours specified on the first page of these House Rules. Please be ready to remove your clothes immediately upon completion of the washing or drying cycle.

Pets are allowed. When transporting pets, you must use the freight elevator; a pet must be kept on a leash in any public area. No pets are allowed in the backyard. Dogs must be curbed and kept out of the front yard and away from the hedges.

All **plants left in common areas** (lobby, terraces, and hallway windows) can be removed at the discretion of the Board if not properly maintained or if unsightly.

Shareholders are forbidden to put **satellite dishes, antennas or wires** on the roof or hang wires from the windows.

Smoking is prohibited in all public areas including the elevators.

The basement **storage room areas** are to be kept free of all debris.

Hallway **utility closets** are not to be used by any Shareholder/tenant.

Shareholders must fill out a work order for all requests and leave it in the Super's office.

These forms are available above the recycling bins on each floor and next to the soda machine in the basement. Please retain the last copy of the work order for your records and any follow-up that might be necessary.

FOREST HILLS INNS APARTMENTS, LTD.

KEYS

Building Front Door Key

No Shareholder is permitted to duplicate the building's front door key.

Extra keys are available from the Managing Agent at a cost of \$25.00 each. You will be required to complete and sign a form and indicate the reason for your request. Make checks payable to "Forest Hills Inn Apartments, Ltd."

Apartment Key

The Superintendent must have access to all apartments in case of an emergency. A duplicate apartment key(s) must be left with the Superintendent or a fellow shareholder at 20 Continental Avenue. The Managing Agent must know who has your duplicate key, if it is not the Superintendent.

If there is an emergency and there is no key available, the Co-op is not responsible for door, lock or window damage to gain access to your apartment.

The Superintendent will only give an apartment key to the Shareholder of that apartment unless he is personally authorized to do otherwise by the Board of Directors in case of emergency.

Storage Room Key

Storage rooms are only for Shareholders who have storage room leases. Keys may not be given to any contractors or workmen. The building is not responsible for any items stored in these rooms.

Apartment Bottom Lock

According to Section 27-2043 of the New York City Administrative Code ("Housing Maintenance Code"), each apartment unit must be equipped with a heavy duty latch set and heavy duty dead bolt operable by a key from the outside and a thumb-turn from the inside. If the bottom lock on apartment door is broken, and the top lock alone does not contain a latching mechanism, the Co-op is responsible for providing the Shareholder/tenant with a lock that meets the standards of the Housing Maintenance Code. If your apartment does not have the required lock as either a bottom or top lock, please complete a work request to have one installed and put in the superintendent's office.

FOREST HILLS INN APARTMENTS, LTD.

LATE MAINTENANCE CHARGES

The Managing Agent delivers all maintenance bills (slipped under each apartment door) during the last week of the previous month. Payments postmarked between the first and fifth of the month will not receive a late charge.

Payments postmarked after the fifth of the month will receive a late payment charge of 10% on all monies due after the 6th day including late charges. These interest charges will be reflected on the following month's statement.

All checks returned for insufficient funds will be treated as late payments and the Shareholder will be billed for late charges in addition to a \$25.00 charge for the bad check.

FOREST HILLS INN APARTMENTS, LTD. - HOUSE RULES

MOVING

The following regulations must be adhered to when moving in or out of the building:

Before moving in or out, both the Superintendent and the Managing Agent must be notified no less than three (3) business days in advance. No more than two (2) moves will be scheduled during the same hours.

All moving must be done through the basement entrance /ramp and use the freight elevator. The elevator must be padded before any move can take place. Any articles that are too large to carry in one's arms may not be brought through the front entrance.

Moving in or out is permitted Monday through Friday from 9:00AM to 5:00PM, and on Saturday from 10:00AM to 5:00PM. Moves are not permitted on Sunday or legal holidays. Unauthorized moves or moves that occur outside of the allowable days/hours will result in a fine, as determined by the Board.

A certified check in the amount of \$500.00 must be paid to the Corporation by the seller at the time of closing. This money will be held in escrow until the move out of the building is completed. If the seller violates the moving policy (as stated above) or causes any damage to the elevator or any other public area of the building in excess of \$500.00, the deposit will not be returned.

The purchaser must provide a certified check of \$500.00 payable to the Corporation at the time of closing, prior to the move in date. This will be held until completion of the move. If the moving policy is adhered to and there is no damage to the elevator or any public area of the building the \$500.00 will be returned to the purchaser. If there is any damage in excess of \$500.00 the shareholder will be responsible.

A non-shareholder tenant must adhere to the same moving policy. Any damage or violation will be the responsibility of the Shareholder owning a subleased apartment.

FOREST HILLS INN APARTMENTS, LTD.

NOISE

General

No Shareholder/tenant may make or permit any disturbing noises in the building or front neither yard nor allow anything to be done which will interfere with the rights, comfort or convenience of other Shareholders. No Shareholder/tenant may play any musical instrument, stereo or television excessively loud or operate any major appliance (i.e. vacuum cleaner, dishwasher, etc.) between the hours of 11:00PM and 8:00AM on the following day.

The floors of every apartment must be covered with rugs, carpeting or equally effective noise-reducing material, to the extent of at least 80% of the floor area in each room, excepting the following: kitchen, pantry, bathroom, closets and foyers.

Construction Related

Construction or any repair/renovation/installation work creating noise can only be conducted during the following times:

Monday - Friday	9:00 AM - 5:00 PM
Saturday	10:00 AM - 5:00 PM

FOREST HILLS INN APARTMENTS, LTD.

OUTSIDE AREAS

BACKYARD

Barbecues are permitted in the backyard between the hours of **12:00PM** and **9:00PM**. Tables should be set up and cooking should be done at the far side of the yard (close to the street). If a Shareholder intends to bring more than six (6) people, he must notify the Managing Agent at least one week prior to the event. The Managing Agent will notify the Board. Noise must be kept to a minimum and all debris must be removed by the Shareholder at the end of the event.

No noise is permitted past 9:00PM at which time the Backyard will be closed.

No pets are permitted in the yard. Feeding pigeons or other birds or animals in the yard or any public area of the building is prohibited.

FRONT YARD

All Shareholders must curb their dogs.

5th FLOOR TERRACES

The two public terraces on the fifth floor are for the use of all shareholders. However, no cooking is permitted on these terraces.

No child is allowed on any of the public terraces or in the backyard without an accompanying adult.

FOREST HILLS INN APARTMENTS, LTD. - HOUSE RULES

PACKAGES and DELIVERIES

Each Shareholder must sign a package receipt waiver (see form on page 25) before any package will be accepted by the staff.

All deliveries must be made through the basement ramp and the side (freight) elevator. The security gate in the basement is keyed to the 20 Continental front door lock. If you are having a delivery through the basement, please notify the Superintendent or Porter at least three days in advance.

OCTOBER 2004

- 14 -

FOREST HILLS INN APARTMENTS, LTD. - HOUSE RULES

PROFESSIONAL APARTMENTS

Hours spent per week seeing patients/clients shall be no more than 25 total hours, with appointments to begin no earlier than 10:00 AM and end no later than 6:00 PM, Monday through Friday. Appointments are not allowed on Sundays.

The Board of Directors reserves the right to approve or disapprove the installation of any equipment in the Professional offices of 20 Continental Avenue that uses either water or electricity of the 20 Continental facility.

Patients of Professional offices are prohibited from waiting in the Lobby.

FOREST HILLS INN APARTMENTS, LTD. - HOUSE RULES

SAFETY

The public halls and stairways of the building may not be obstructed or used for any purpose other than entering and exiting the apartments in the building. The fire towers may not be obstructed in any way.

No shareholder is allowed on the roof.

Smoking is prohibited in all public areas including elevators.

Children cannot play in public halls, stairways, fire towers or elevators. No child is allowed on the public terraces, in the backyard or on the roof unless accompanied by an adult.

No article can be placed in the public halls or on the staircase landings or fire towers, as this is a fire hazard. Nothing can be hung or shaken from the doors, windows, terraces or balconies or placed upon the terraces and outside windowsills of the building.

No birdfeeders are permitted in window boxes or on overhangs.

No awnings, window air conditioning units or ventilators can be used in or about the building except those, which have been approved by the Board of Directors, nor can anything be projected out of any window of the building without similar approval.

No sign, notice, advertisement or illumination can be inscribed, reflected, hung or shaken from any window, elevator interior or any other part of the building. Notices may be hung on the Lobby bulletin boards.

All carriages, strollers, shopping carts, etc. must be transported through the freight elevator.

FOREST HILLS INN APARTMENTS, LTD. - HOUSE RULES

SECURITY

Please do not allow anyone to enter the building without a key unless another Shareholder/tenant has buzzed the person in.

The security gate in the basement (leading to the adjacent building) is locked at all times. The key to open this gate is the same key as used for the front door lock. If you are going to open the gate for an authorized move, delivery, etc., please notify the Superintendent or Porter at least three (3) days in advance.

SECURITY/DOORMAN

The Co-op's Security Doorman is on duty seven (7) days a week between the hours of 5:00PM and 1:00AM. All visitors and deliverymen are required to sign in during these hours.

Packages delivered during the day (signed for by the Superintendent or Porter) will be available for pick up from the Security/Doorman during his work hours. The Shareholder/tenant must sign the log upon the receipt of the package.

The Security/Doorman, as well as any other member of our staff, may not give your apartment key(s) to guests. In case of a guest needing your apartment key, please make necessary arrangements to leave your keys with a neighbor. Also, Shareholders/tenants should not take the Security/Doorman away from his post unless it is an emergency.

A copy of the Security/Doorman's jobs description follows.

FOREST HILLS INN APARTMENTS, LTD. - HOUSE RULES

Security Guard Guidelines

1. The Security Guard will report directly to the Building Superintendent.
2. Proper attire must be worn at all times on duty. Proper attire shall be dark dress pants (no blue jeans) and a dress shirt.
3. Work hours are from 5:00PM-1:00AM.
4. Schedule of breaks and security checks:

7:00-7:15PM	15 minutes	Break
9:00-9:30PM	30 minutes	Break
10:00PM		Security check
11:10-11:25PM	15 minutes	Break
12:30PM		Security check
5. Building check will consist of checking all building perimeter doors (basement/rear yard/lobby level and roof doors) and walking about the perimeter of the building grounds including the rear yard.
6. Deliveries, such as UPS, should be kept in the porter's room in the basement. All packages delivered to residents must be signed for by the resident.
7. Radio volume must be kept to a minimum level.
8. Guard must be courteous at all times.
9. Guard shall not be permitted to have personal visitors.
10. Guard must report to the Police Department and Building Superintendent any crime that has been witnessed or reported to him.
11. The building telephone is to be used for emergency calls only.
12. Alcoholic beverages are prohibited.
13. Guard shall not leave the building property except during his breaks.
14. Guard shall not permit any visitor to enter the building without the visitor contacting the resident on the intercom.

15. All visitors and delivery persons shall sign in at the front desk. The front desk log shall indicate the time the person entered the building and to which apartment he/she went.
16. Guard must clock in when reporting to work, at break times and when leaving work. The Guard must sign the log with his name and time when security checks are done.

FOREST HILLS INN APARTMENTS, LTD. - HOUSE RULES

17. Guard may not switch or trade shifts with any other employee without the consent of the Superintendent or Managing Agent.
18. While on duty in the lobby at non-busy times, the Guard will be responsible for ensuring that the elevators are in good condition (i.e., rug clean/brass polished) and that the lobby door windows are clean.
19. Parking - Forest Hills Inn Apts. provides a parking permit from the Forest Hills Gardens Corporation at no charge to the Guard.

FOREST HILLS INN APARTMENTS, LTD. - HOUSE RULES

SELLING YOUR CO-OP APARTMENT

Before any approvals can be given regarding the purchase of your apartment, an application must be obtained from the Managing Agent. No closing can occur unless seller is up to date with all maintenance payments and has no outstanding fines or charges pending prior to closing.

The buyer's application should be submitted to the Managing Agent with the following:

A check payable to the Managing Agent which covers the administrative processing fee for the application, credit and background checks. This fee is to be paid by the prospective purchaser. A copy of the contract of sale, bank loan application (and commitment letter, if buyer has received one) must also accompany the application.

The Managing Agent will schedule an interview between the Board of Directors and the prospective buyer.

With a few days following an interview, the Managing Agent will contact the purchaser regarding the decision. Board members are not permitted to set up an interview or give decisions directly to the seller or purchaser.

One month prior to the closing date, an inspection must be made of the seller's apartment by the Superintendent and the Managing Agent. All of the items on the check list (mentioned on page 3 and included at the end of these Rules) must be satisfactory and in compliance with the House Rules. The check list must then be signed by the Superintendent, Seller and Purchaser.

At the time of closing, the seller will be required to pay for the Co-Op attorney's services related to the sale.

A "flip tax" of 2% of the sales price will be paid by the seller to the Co-Op at the time of closing. A certified bank check must be issued payable to Forest Hills Inn Apartments, Ltd.

A copy of the purchaser's homeowner's insurance policy must be provided at the time of closing. The signed "house rules" acknowledgment must be presented to the Co-op's attorney.

Management will endeavor to handle your request as quickly as possible. However, processing generally required 4-6 weeks. Please note that all funds payable at closing must be by bank or certified check.

FOREST HILLS INN APARTMENTS, LTD. - HOUSE RULES

SUBLEASE PROCEDURE

Any shareholder who has an illegal sublet will be fined by the Board of Directors as deemed appropriate and will be responsible for paying any legal expenses incurred by the Co-Op as a result of the illegal sublet.

Who May Request Permission to Sublet

A request for permission to sublet may be made by a shareholder who has satisfied all of the following requirements:

Is in good standing with proprietary lease, house rules, maintenance payment assessments and all other charges and fines, if any.

Has physically resided in the apartment for a minimum of two (2) years prior to the anticipated commencement of the sublease period.

Has submitted a copy of his/her apartment keys to the Superintendent.

Procedure

1. Complete and return to the Managing Agent:
 - a) Completed sublease application
 - b) Copy of the proposed sublease agreement
 - c) Required check to cover the cost of a credit report
 - d) Copy of financial statement for proposed subtenant
 - e) Certified check to cover the required deposit (equivalent to one month's rent)
 - f) Copy of current homeowner's/liability insurance policy

The above items must be submitted at least **sixty (60) days** prior to the proposed commencement of the sublease. The required sublease deposit shall be held by the Managing Agent for the term of the sublease and may be used to cover the cost of any damage caused by the sublessee to other apartments during the term of the sublease.

2. Upon receipt of all of the foregoing, the Managing Agent will notify the shareholder of the date, time and place for the interview between the Board of Directors and the proposed subtenant(s). Within the following few days after the interview, the Managing Agent will contact the shareholder regarding the decision. Board Members are not permitted to schedule interviews or give decisions directly to the shareholder or potential subtenant.

Requirements for Approved Subleases

1. The proposed written sublease must be submitted with the sublease application. All proposed tenants must be disclosed on the sublease and all must be present at the interview.

The proposed sublease period must not exceed one year during shareholder's residency. Board approval will be required for a second year. If you are requesting a lease renewal for second year, the Board of Directors and the Managing Agent must be notified no less than sixty days prior to the expiration of the lease

OCTOBER 2004

-21-

FOREST HILLS INN APARTMENTS, LTD. - HOUSE RULES

In the event a sublease vacates the apartment before the expiration of the year's sublease, the lease is considered terminated. If you sublease again, the new sublease is limited to one year only.

Each proposed sublease must contain the following clauses.

This sublease is subject to the consent of the cooperative corporation, Forest Hills Inn Apartments, Ltd.

Subtenant acknowledges receipt of the House Rules and agrees to be bound by the same.

The cooperative apartment's corporation's consent to this sublease is expressly conditioned upon the continued observance of the House Rules as amended and the Proprietary Lease and by-laws, by both the shareholder and subtenant during the term of the sublease.

In addition, the following clause must be included if a child or children ten years old or younger will reside in the apartment.

Window bars must be installed on all applicable windows by the cooperative apartment corporation at the cost and expense of the tenant/subtenant.

The shareholder shall be charged a monthly sublet fee per share for residential apartments as follows:

Year 1	\$4.00
--------	--------

Year 2 (if Board approved)	\$4.00
----------------------------	--------

FOREST HILLS INN APARTMENTS, LTD. - HOUSE RULES

VIOLATION OF HOUSE RULES

The following general procedure will be followed for any and all violations of the House Rules. However, there are several that will carry a fine if violated.

- | | |
|------------------|--|
| First Violation | Letter from Managing Agent requesting that violation be corrected. |
| Second Violation | Failure to correct violation within a reasonable time will result in a fine decided by the majority of the vote of the Board of Directors. |
| Third Violation | Increase of fine and/or legal action. |

RECYCLE... IT'S THE LAW!



Paper & Envelopes



Smooth Cardboard



Paper Bags

Place these all **TOGETHER** in your building's designated *mixed paper* recycling container or clear plastic bag.



Newspapers, Magazines & Catalogs

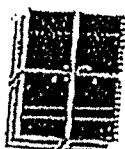


Phonebooks

PAPER & CARDBOARD



OR



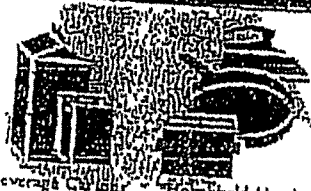
Bundle and/or wrap sturdy window frames in sturdy cardboard boxes.



OR



Corrugated Cardboard



Beverage Cans



Household Metal



Plastic Bottles

Rinse clean. Place these **TOGETHER** in your building's designated recycling container for glass, metal, and plastic.



Glass Bottles & Jars

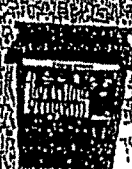


Metal Cans



Plastic Bottles

METAL, GLASS & PLASTIC



OR



Ask your Super where to place large metal items, such as furniture and large appliances.

Bring these items to your building's Recycling Area. Your building's Recycling Area is:

(Building name, floor, etc.) _____

Check with your Super to find out how your building recycles. For more information, call (212) 319-8090. Or check your NYNEX Yellow Pages. <http://www.daj.com/strategies>



✓ Yes



Corrugated Cardboard



Magazines & Catalogs



Newspapers



Floor Boards



Sheet Cardboard



Paper & Envelopes



Paper Bags



Cardboard Boxes
(Styrofoam, Bubble, Newspaper)



Computer Paper



Pizza Boxes
(If Food Empty)



Paper/Cardboard Egg Cartons
(If Empty)

✓ Yes



Milk & Juice Cartons



Household Products



Metal Cans



Plastic & Glass Bottles



Detergent, Shampoo
& Liquid Dish Soap



Peanut Butter Jars
(Glass Only)



Milk Jugs



Household Metal



Empty Aerosol Cans

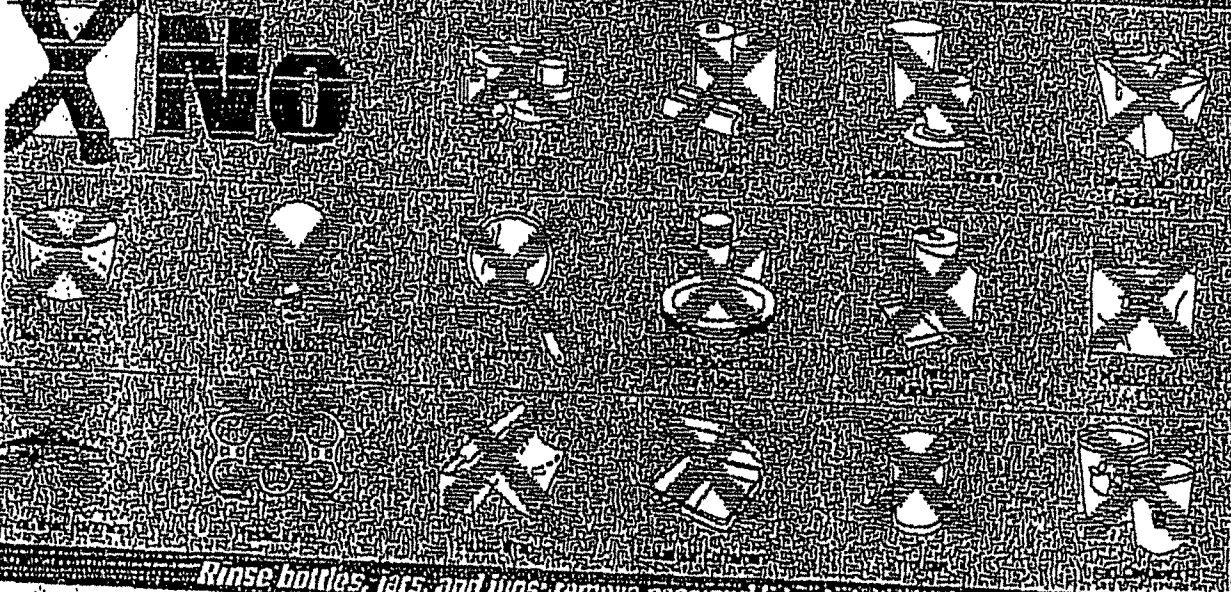


Wire Hangers



Paint Cans
(If Not Too Old)

X No



Rinse bottles, jars, and jugs; remove caps and lids. Labels are OK.

<http://www.cityofnyc.org/recycling>



City of New York, Rudolph W. Giuliani, Mayor
Department of Sanitation, John J. Doberty, Commissioner

Don't Litter.
♻️ Printed on recycled paper, of course.



FOREST HILLS INN APARTMENTS, LTD. - HOUSE RULES

WORK ORDER REQUEST

A tenant/shareholder must submit a completed work order request in order to have any work done in his/her apartment. Blank work order forms are hanging above the recycling bin on each floor and are also on the table by the soda machine in the basement.

Work will be scheduled on an emergency basis, and depending on the nature of the work, either the Co-Op will pay or the shareholder will be billed (see below). Jobs that are paid for by the shareholder will be billed at \$15.00 an hour (one hour minimum) and the charge will appear on the shareholder's next maintenance statement.

Who Pays

If the shareholder can see it (i.e., a leaky faucet), the responsibility for the cost belongs to the shareholder. There are two exceptions:

- 1) the windows and window handles, which are the Co-op's responsibility.
- 2) a clogged bathroom or kitchen drain, which the Co-Op will repair in order to prevent the use of corrosive chemicals that might damage the aged plumbing in our building.

Other examples: If a bathtub overflows and causes damage to the apartment below, the Co-Op is not responsible for the damage. The responsibility for repairing the damage belongs to the shareholder whose bathtub overflowed.

If water damage is caused by a leaky or burst pipe inside the wall, the Co-Op will correct the problem and repair any water damaged walls inside the apartment by replastering. It is the Co-op's responsibility to return the damaged walls to a "paintable condition." Repainting is the shareholder's responsibility.

APARTMENT CHECK LIST

Shareholder: _____ Apartment: _____

Shareholder's Signature: _____

Date of Initial Walk-Through: _____

Super's Name: _____

Super's Signature: _____

Date of Follow Up Walk-Through: _____

Super's Signature: _____

<u>Date Corrected</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>
Entry Hall		
Leaks (ceilings/walls)	_____	_____

Kitchen		
Leaky faucets/other plumbing	_____	_____

Leaks (ceilings/walls)	_____	_____

Living Room		
Leaks (ceilings/walls)	_____	_____

Radiators/valves	_____	_____

Air conditioner (leaks)	_____	_____

Dining Room		
Leaks (ceilings/walls)	_____	_____

Radiators/valves	_____	_____	_____
Air conditioner (leaks)	_____	_____	_____
Bedroom			
Leaks (ceilings/walls)	_____	_____	_____
Radiators/valves	_____	_____	_____
Bathroom			
Leaks (ceilings/walls)	_____	_____	_____
Leaky faucets/valves	_____	_____	_____
Toilet flush/leaks	_____	_____	_____
Shower head/faucets	_____	_____	_____
Other			
Locks/intercom	_____	_____	_____
Number of window panes/ handles to be repaired	_____	_____	_____
Smoke detector(s) working	Yes: _____	No: _____	
Illegal appliances or fixtures?	Yes: _____	No: _____	
Unauthorized alterations or illegal repairs?	Yes: _____	No: _____	_____

PACKAGE RECEIPT WAIVER

I hereby authorize and **hold harmless** the building staff at 20 Continental Avenue, Forest Hills, New York and the Managing Agent to accept any mail, deliveries, and/or packages for the undersigned tenant and/or shareholder.

Apartment: _____

Name(s): _____

Signature(s) _____

Telephone: _____

Home

Forest Hills Inn Apartments Ltd.

20 Continental Ave
Forest Hills, NY 11435

August 15, 2018

Dear Shareholders/Residents:

Effective August 28, 2018 New York City Local Law 147/2017 mandates notification to all shareholders of the smoking policy in our buildings. As you know, Section 2.13 of our Rules and Regulations states that "Smoking is not permitted in any common areas of the corporation". Common areas are defined as hallways, stairwells, storage areas, elevators, lobbies, laundry rooms, sitting and parking areas.

Smoking is defined by this law, as inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, little cigar, pipe, water pipe or hookah, herbal cigarette, non-tobacco smoking product (e.g. marijuana or non-tobacco shisha) or any similar form of lighted object or device designed for people to use to inhale smoke. Electronic cigarettes which are battery operated devices that heat a liquid, gel, herb or other substance that produce vapor for inhaling are also prohibited.

Violations of this no smoking policy will be adjudicated in compliance with the Rules and Regulations of our corporation. We fully anticipate the cooperation of all shareholders in making New York a cleaner city for all of us.

The Board of Directors

Kaled Management

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. 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, 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.



CORPORATE OFFICE
7001 BRUSH HOLLOW ROAD
SUITE 200
WESTBURY, NY 11590
TEL: (516) 878-4800
FAX: (516) 878-6812
WWW.KALED.COM

ASSET MANAGEMENT
757 THIRD AVENUE
SUITE 2028
NEW YORK, NY 10017
(212) 378-5508

EMAIL: INFO@KALED.COM

MEMO

TO: All Residents

FROM: Kaled Management Corp.

DATE: February 1, 2024

RE: HOMEOWNER'S INSURANCE

Please be advised that the Board of Directors has updated the House Rules to require that all Shareholders maintain a homeowners insurance policy.

A homeowner's policy will make certain that your personal property (e.g. furniture, electronics, clothing) is protected in an emergency. A policy will also pay for your alternative housing, should you be displaced.

If you currently have a homeowner's policy, please forward a copy of it to Kaled Management c/o Gabe Turri 7001 Brush Hollow Rd. Westbury, NY 11590. You may elect to send it via email to Gturri@kaled.com.

If you do not currently have a policy, you have until February 15, 2024 to secure one. Going forward, you will need to provide proof of homeowner's coverage on an annual basis.

Thank you in advance for your anticipated cooperation.



© TM City of New York

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);

☒ 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