

SALES APPLICATION:

***HARTLEY HOUSE
OWNERS CORP.***

***30-11 Parsons Blvd.
Flushing NY 11354***

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. # 376

11/2023



management corp.

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

WWW.KALED.COM

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

EMAIL: INFO@KALED.COM

IMPORTANT INFORMATION REGARDING YOUR SOCIAL SECURITY NUMBER

PROTECTING YOUR PRIVACY

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

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

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

If you have any questions please contact the Management Office.

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

SALES REQUIREMENTS – HARTLEY HOUSE OWNERS CORP.

Dear Shareholder,

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED FOR CONSIDERATION
BY THE BOARD AFTER SUBMITTING PRE APPROVAL-APPLICATION

1. Purchase Application.
2. Copy of signed Contract of Sale.
3. Reference letter from current Landlord.
4. Two (2) letters of reference and One (1) business reference.
5. Copy of W-2 forms for two (2) years, along with two (2) years
IRS 1040 tax filing.
- 6 Three (3) current paystubs (from each applicant)
7. Letter from employer indicating length of employment/salary. (From each applicant).
8. If financing, a copy of signed Mortgage Commitment, Application and three (3)
original Aztech forms of Recognition Agreement
9. (3) three months of your latest bank statements.
10. Credit and criminal authorization completed and signed by everyone living in the
apartment over (18) Eighteen years of age.
11. Lead paint acknowledgement, SIGNED AND INITIALED by both parties.
Application will be returned if this is not completed correctly.
12. No pet rider signed.
13. Carbon monoxide acknowledgement signed.
14. Window Guard form
15. Sprinkler Disclosure signed

16. All applicants must submit photo I.D. (Drivers Lic., etc.).
At closing if applicant does not have a United States Passport, Copies of documents showing legal status, and/or proof of citizenship, including a social security card, as well as a copy of the first 2 pages of their passport, must be provided.
17. At closing purchaser must provide evidence of Homeowners insurance
- 18 Tax Abatement/Star letter must be signed
- * All prospective Purchasers are subject to Board interview and approval. The Management Company will contact the prospective purchasers for interview. All persons who will be residing in the premise must attend the interview.
 - * REQUIRED FEES: (All fees must be made by Certified Check, or Money Order)

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

- * Administration fee in the amount of **\$600.00** payable to Kaled Management Corp. (PURCHASER)
- * Application fee in the amount of **\$50.00** payable to The Hartley House. (PURCHASER)
- * Recognition Agreement fee **\$200.00** payable to Kaled Management Corp. (This fee applies only if you are getting a mortgage. (PURCHASER)
- * Credit Check Fee **\$150.00** per applicant payable to Kaled Management Corp. (PURCHASER)
- * **Purchaser** - to pay move-in fee of **\$500.00** payable to Hartley House Owners Corp., of which **\$250.00** is non-refundable. The remaining **\$250.00** will only be refunded upon complete compliance with the House Rules. (This fee is refundable if moving rules are followed and no damages occur during moving.)

At Closing

- * There is also a fee for tax transfer stamps, calculated at **\$.05** per share. Due at closing. Payable to Kaled Management Corp. (SELLER)
- * Transfer fee. **\$600.00** payable to Kaled Management Corp. (SELLER)
- * **\$75.00** for closing attendance fee payable to Susan Rubin (**purchaser**)
- * **\$75.00** for closing attendance fee payable to Susan Rubin (**seller**)
- * **Seller** to pay move-out fee of **\$500.00** payable to Hartley House Owners Corp., of which **\$250.00 is non-refundable**. The remaining **\$250.00** will only be refunded upon complete compliance with the House Rules. (This fee is refundable if moving rules are followed and no damages occur during moving.)
- * Submit completed packages to Ms. Susan Rubin/Kaled Management, 7001 Brush Hollow Rd. Westbury, N.Y. 11590.
- * Any packages not submitted in their entirety will be returned.
ONE (1) COPY AND ONE (1) ORIGINAL.
Total Two (2)
- * Please allow at least three (3) weeks for the processing of the application and Board interview.
- * The Board may require additional information.
- * While the Board of Directors will attempt to promptly review all applications, the Corporation, the Board of Directors, and its Agents assume no responsibility for expenses or liabilities resulting from any delays in its review.

SALES REQUIREMENTS – HARTLEY HOUSE OWNERS CORP.
APPLICATION PACKAGE CHECKLIST:

The following items must be included with the application:

1. Purchase Application _____
2. Copy of Signed Contract of Sale (Blumberg Contract Form Preferred) _____
3. Reference letter from previous landlord _____
4. Two (2) personal letters of reference and one (1) business reference _____
5. Copy of W-2 forms and federal income tax forms for prior two (2) years _____
6. Letter from employer indicating length of employment and current salary _____
7. If financing, a copy of signed Mortgage Application and Commitment
Note: a maximum of 80% of the apartment value may be financed. _____
8. Aztech form of Recognition Agreement if sale is being financed. (three original) _____
9. Copies of (3) three months recent bank and investment statements _____
10. A signed Window Guard Rider form _____
11. Lead Paint Rider signed and initialed by both parties _____
12. Carbon Monoxide signed and notarized _____
13. Credit/ criminal authorization signed _____
14. Sprinkler Disclosure _____
15. Abatement Survey _____

PURCHASE APPLICATION

Application is herewith submitted for the purchase of _____ shares of common stock of

Hartley House Owners Corp., and for the right of residency in apartment # _____.

Seller's Name(s): _____

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

Seller's Attorney: _____

Name of Firm/Address: _____

Telephone/ Email: () _____ / _____

Purchaser's Name: _____

Co-Applicant (if applicable): _____

Social Security Number (s): Last 4 Digits _____

Address: _____

Cell Numbers: () _____ Work: () _____

Email: _____

Employer's Name: _____

Address: _____

Occupation: _____

Length of Employment: _____

Present Amount of Monthly Rent: _____ Mortgage: _____

Name of Landlord and Telephone #: _____ () _____

Length of Residency: _____

Reason for Leaving: _____

Purchaser's Attorney: _____

Name of Firm/Address: _____

Telephone/Fax Number: _____ () _____ / () _____

Broker Involved: _____ **Cell phone ()** _____

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

Name:	Relationship:	Age:	Occupation:

Pets **yes** _____ **No** _____

Bank and credit information:

Bank Name: _____ **Address:** _____

Savings Acct. _____ **Checking:** _____

Credit Acct (Name): _____

Emergency Contacts: **In case of emergency, notify the following**

Name: _____ **Relationship:** _____

Address: _____ **Telephone:** _____

Additional information: Please tell us any other information about yourself that may help evaluate your application.

Authorization

Please Read Carefully Before Signing

In considering this application from you, the applicant(s), the management will rely heavily on the information which you have supplied. It is important that the information will be accurate and complete. By signing this application, you represent and warrant the accuracy of the information, and you authorize management to verify references that you have listed, contact individuals listed in the application obtain copies of credit and financial information, and agree to hold such persons harmless with respect to any information they may give out.

Signed (Applic 1): _____

Signed (Applic 2): _____

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 and Alteration Agreement, of Hartley House Owners Corp. I have read them and adhere to the same.

Signature of Applicant: _____

Date: _____

Signature of Co-Applicant: _____

Date: _____

ASSETS AND LIABILITIES STATEMENT

Applicant's Name _____
 Statement of Financial Condition as of the _____ day of _____, 20____

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

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

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

Date _____

 Signature of Applicant

 Signature of Applicant

SCHEDULE A - REAL ESTATE OWNED

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

SCHEDULE B - NOTES PAYABLE

Amount	Due to	In Name of	Maturity Date	Collateral	Monthly Payment

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

Amount	Due to	In Name Of	Maturity Date	Monthly Payment

SCHEDULE D LOANS

Amount	Type	Due to	Obligor	Final Maturity/or repayment	Collateral

*including Letters of Credit and Surety Bonds

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

Name of Bank	Account No.	Balance
		\$

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total - Amount must match amount stated under Assets	\$

SCHEDULE F - SECURITIES (STOCKS AND BONDS)

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

SCHEDULE G - RETIREMENT FUNDS - IRAs AND 401Ks

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

YEARLY INCOME AND EXPENSE STATEMENT

Applicant's Name _____

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

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

Have you ever gone through bankruptcy or other insolvency proceedings? _____

Date _____

Signature of Applicant

Signature of Applicant

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 what-so-ever 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: _____

Re: Sublet/Sale of Apartment # _____ Address: _____

CREDIT CHECK AUTHORIZATION

Name: _____

Date of Birth: _____

Social Security Number: _____

Home Address: _____

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

Signature

Dated

HARTLEY HOUSE OWNERS CORP.

"WE UNDERSTAND AND ACKNOWLEDGE THAT HARTLEY HOUSE OWNERS CORP. DOES NOT ALLOW PETS AND AT NO TIME DURING OWNERSHIP OF THE APARTMENT WE WILL NOT HARBOR ANY PETS IN THE APARTMENT."

BY: _____

BY: _____

WINDOW GUARDS REQUIRED

NOTICE TO OWNER

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

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

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

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

CHECK ONE:

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

SHAREHOLDER (PRINT)

SHAREHOLDER(SIGNATURE)

SHAREHOLDER (PRINT)

SHAREHOLDER(SIGNATURE)

FOR FURTHER INFORMATION CALL:

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

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

Lead Warning Statement

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

Seller's Disclosure

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

Purchaser's Acknowledgment (initial)

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

Agent's Acknowledgment (initial)

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

Certification of Accuracy

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

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

AFFIDAVIT OF COMPLIANCE WITH
CARBON MONOXIDE DETECTOR REQUIREMENT
FOR ONE AND TWO FAMILY DWELLINGS

State of New York)

) SS

County of)

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

_____ Street Address _____ Unit/Apt. _____

_____ New York, _____ (the "Premises")
Borough Block Lot

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

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

Name of Grantor (Type or Print)

Name of Grantee (Type or Print)

Signature of Grantor

Signature of Grantee

Sworn to before me

This _____ date of _____ 20____.

Sworn to before me

This _____ date of _____ 20____.

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

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

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

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

Name of buyer(s): _____
Lease Premises Address: _____
Apartment Number: _____ (the "Leased Premises")
Date of Closing: _____

CHECK ONE:

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

A. The last date on which the Sprinkler System was maintained and inspected was on _____.

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

Acknowledgment & Signatures:

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

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

Dear Shareholders:

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

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

Please note, it is important to complete the survey in it's entirety for us to be able to update your information with

NYC Department of Finance.

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

NYC / NYS RELIEF PROGRAMS

<https://www8.tax.ny.gov/STRP/strpStart>
Star Abatement

<https://www1.nyc.gov/site/finance/benefits/landlords-dhe.page>
Disabled Homeowners Exemption

<https://www1.nyc.gov/site/finance/benefits/landlords-sche.page>
Senior Citizen Homeowners Exemption

<https://www1.nyc.gov/site/finance/benefits/landlords-veterans.page>
Veterans Homeowners Exemption

These are some of the exemptions available – to see others that you
may qualify for visit:

<https://www1.nyc.gov/site/finance/benefits/landlords.page>

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

COOP ABATEMENT RESIDENT VERIFICATION SURVEY

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

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

Full address with unit number(s) _____

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

4. Is your unit sponsor owned? Yes / No

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

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

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

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

Please state the reason for this change: _____

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

Signature: _____ Date: _____

Email Address: _____

Date: _____

Shareholder Name _____

Building Address _____

Unit # _____

Dear Shareholder:

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

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

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

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

The remaining abatement is the STAR Program (School Tax Relief) this must be applied through New York State. The application must be completed and submitted by you the owner.

Applications and information regarding this abatement is available at New York State.gov web site.

KALED MANGEMENT AS AGENT

SHAREHOLDER SIGNATURE _____
PRIMARY () NON-PRIMARY ()

DATE _____

RESOLUTION OF HARTLEY HOUSE OWNERS CORP.

The undersigned hereby certifies that the following resolution was adopted by the Board of Directors of Hartley House Owners Corp. at a meeting held on February 2, 2011:

"It is hereby resolved that the length of time an apartment must be owner occupied prior to subletting is five (5) years."

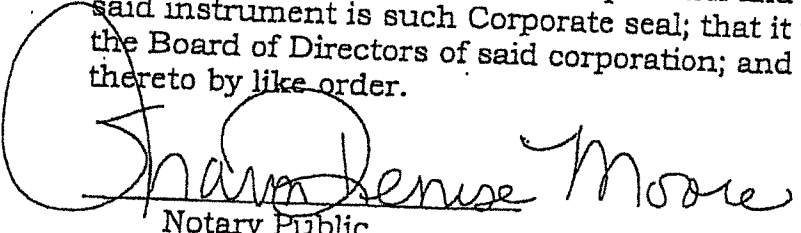
Hartley House Owners Corp.

By: 

Jung Andres Hong, President

State of New York)
County of Queens)

On this 14th day of February, 2011 before me personally came Andres Hong, to me known, who being duly sworn, did depose and say that he resides at 30-11 Parsons Blvd, Flushing, New York 11354; that he is the President of Hartley House Owners Corp., a New York Corporation, the corporation described in and which executed the foregoing resolution; that he knows the seal of said corporation and that the seal affixed to said instrument is such Corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that he signed his name thereto by like order.


Notary Public

SHARON DENISE MOORE
Notary Public - State of New York
No. 01MO6228070
Qualified in Bronx County
My Commission Expires Sept. 13, 2014

RESOLUTION OF HARTLEY HOUSE OWNERS CORP.

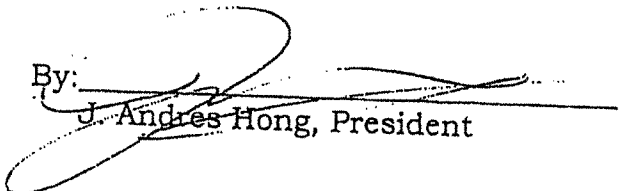
The undersigned hereby certifies that the following resolution was adopted by the Board of Directors of Hartley House Owners Corp. at a Board of Directors' meeting held on October 16, 2013:

For the PARTIAL transfer of a stock and lease to a family member, the following will be required: a signed no pet policy agreement, a signed five (5) year subletting policy (dated the date of stock transfer which will begin a new five (5) year period), and signed statement that the transferee has read and will abide by the house rules. No interview will be required.

For the FULL transfer of a stock and lease to a family member, the following will be required: a signed no pet policy agreement, a signed five (5) year subletting policy (dated the date of stock transfer which will begin a new five (5) year period), a credit check, a criminal background check, two (2) years tax returns, and a signed statement that the transferee has read and will abide by the house rules. No interview will be required.

Hartley House Owners Corp.

By:


J. Andres Hong, President

State of New York)
County of ~~Queens~~)
 ~~Queens~~

On this 19 day of March, 2014 before me personally came J. Andres Hong, to me known, who being duly sworn, did depose and say that he resides at 30-11 Parsons Blvd, Flushing, New York 11354; that he is the President of Hartley House Owners Corp., a New York Corporation, the corporation described in and which executed the foregoing resolution; that he knows the seal of said corporation and that the seal affixed to said instrument is such Corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that he signed his name thereto by like order.


Notary Public

Susan M. Rubln
Notary Public, State of New York
No. 01RU5046858
Qualified in Suffolk County
Commission Expires July 17, 2014

RESOLUTION OF HARTLEY HOUSE OWNERS CORP.

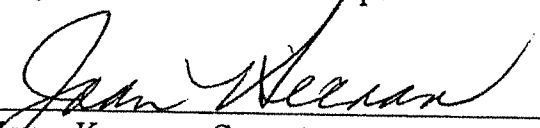
The undersigned hereby certifies that the following resolution was adopted by the Board of Directors of Hartley House Owners Corp. at a Board of Directors' meeting held on November 9, 2016:

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

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

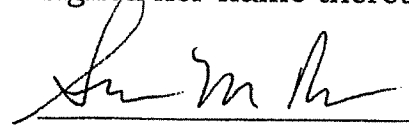
Hartley House Owners Corp.

By:


Joan Keenan, Secretary

State of New York)
County of ^{Queens} Queens)

On this 28 day of December, 2016 before me personally came Joan Keenan, to me known, who being duly sworn, did depose and say that she resides at 30-11 Parsons Blvd, Flushing, New York 11354; that she is the Secretary of Hartley House Owners Corp., a New York Corporation, the corporation described in and which executed the foregoing resolution; that she knows the seal of said corporation and that the seal affixed to said instrument is such Corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that she signed her name thereto by like order.


Notary Public

Susan M. Rubin
Notary Public, State of New York
No. 01RU5046858
Qualified in Suffolk County
Commission Expires July 17, 2019

STATEMENT OF WRITTEN CONSENT
OF THE BOARD OF DIRECTORS
OF
HARTLEY HOUSE OWNERS CORP.

The undersigned, representing a majority of the Board of Directors of Hartley House Owners Corp. a New York State corporation (the "Corporation"), do hereby take the following action on behalf of the Corporation pursuant to Article II Section 7 of the By-Laws of the Corporation:

RESOLVED, effective APRIL 1, 2019, a five thousand (\$5,000.00) dollar fee will be assessed to any Shareholder who sublets his/her apartment without prior written consent of the Board of Directors in violation of Paragraph 15 of the Proprietary Lease of the Corporation.

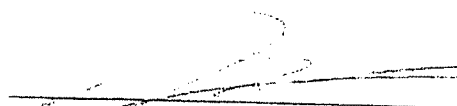
RESOLVED, effective APRIL 1, 2019, if a Shareholder fails to remove an unauthorized subtenant within thirty (30) days of receiving notice from the Corporation, he/she will be assessed a fee of one thousand (\$1,000.00) dollars for each month that the unauthorized subtenant remains in the apartment.

RESOLVED, effective APRIL 1, 2019, the House Rules of the cooperative housing corporation will be amended to include the following:

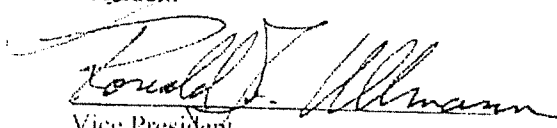
Any Shareholder that sublets his/her apartment without obtaining the written consent of the Board of Directors in violation of Paragraph 15 of the Proprietary Lease will be assessed a (\$5,000.00) dollar fee and given thirty (30) days to remove the unauthorized subtenant from the apartment. Failure to remove the unauthorized subtenant within the timeframe provided, will result in additional fees of one thousand (\$1,000.00) dollars for each month that the unauthorized subtenant remains in the apartment. In the event that the Corporation must commence legal action to enforce Paragraph 15 of the Proprietary Lease, the Shareholder will be responsible for all costs incurred by the Corporation in commencing and maintaining any such action.

RESOLVED, the Resolutions made part of this Statement of Written Consent of the Board of Directors shall be effective as of APRIL 1, 2019.

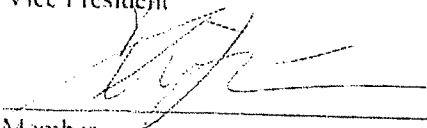
IN WITNESS WHEREOF, the undersigned have executed this Statement of Written
Consent of the Board of Directors on APRIL 1, 2019.




President



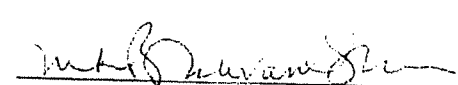
Vice President



Member



Secretary



Treasurer

Member

HOUSE RULES

- (1) The public halls and stairways of the Building shall not be obstructed or used for any purpose other than ingress to and egress from the Apartments in the Building, and the fire escapes shall not be obstructed in any way.
- (2) No patient of any doctor who has offices in the Building shall be permitted to wait in the lobby.
- (3) Children shall not play in the public halls, courts, stairways, fire escapes or elevators and shall not be permitted on the roof unless accompanied by a responsible adult.
- (4) No public hall above the ground floor of the Building shall be decorated or furnished by any Lessee in any manner without the prior consent of all of the Lessees to whose Apartments such hall serves as a means of ingress and egress; in the event of disagreement among the Lessees, the Board of Directors shall decide.
- (5) No Lessee shall make or permit any disturbing noises in the Building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Lessees. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a phonograph or a radio or television loud speaker in such Lessee's Apartment between the hours of eleven o'clock P.M. and the following eight o'clock A.M. if the same shall disturb or annoy other occupants of the Building. No construction or repair work or other installation involving noise shall be conducted in any Apartment except weekdays (not including legal holidays) and only between the hours of 8:30 A.M. and 5:00 P.M.
- (6) No article shall be placed in the halls or on the staircase landings or fire escapes, nor shall anything be hung or shaken from the doors, windows, terraces or balconies or placed upon the window sills of the Building.
- (7) No awnings, window air-conditioning units or ventilators shall be used in or about the Building except such as shall have been expressly approved by the Lessor or the managing agent, nor shall anything be projected out of any window of the Building without similar approval.
- (8) No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the Building, except as shall have been approved in writing by the Lessor or the managing agent.
- (9) No velocipedes, bicycles, scooters or similar vehicles shall be allowed in a passenger elevator and baby carriages and the above mentioned vehicles shall not be allowed to stand in the public halls, passageway, areas or courts of the Building.
- (10) Messengers and tradespeople shall use such means of ingress and egress as shall be designated by the Lessor.
- (11) Kitchen supplies, market goods and packages of every kind are to be delivered only at the service entrance of the Building and through the service elevator to the Apartments when such elevator is in operation.
- (12) Trucks and heavy baggage shall be taken in or out of the Building through the service entrance.

(13) Garbage and refuse from the Apartments shall be disposed of only at such times and in such manner as the superintendent or the managing agent of the Building may direct.

(14) Water closets and other water apparatus in the Building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any other article be thrown into the water closets. The cost of repairing any damage resulting from misuse of any water closet or other apparatus shall be paid for by the Lessee in whose Apartment it shall have been caused.

(15) No Lessee shall send any employees of the Lessor out of the Building on any private business of a Lessee.

(16) No bird or animal shall be kept or harbored in the Building unless the same in each instance be expressly permitted in writing by the Lessor; such permission shall be revocable by the Lessor. In no event shall dogs be permitted on elevators or in any of the public portions of the Building unless carried or on leash. No pigeons or other birds or animals shall be fed from the window sills, terraces, balconies or in the yard, court spaces or other public portions of the Building, or on the sidewalks or street adjacent to the Building.

(17) No radio or television aerial shall be attached to or hung from the exterior of the Building without the prior written approval of the Lessor or the managing agent.

(18) No vehicle belonging to a Lessee or to a member of the family or guest, subtenant or employee of a Lessee shall be parked in such a manner as to impede or prevent ready access to any entrance of the Building by another vehicle.

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

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

(21) Unless expressly authorized by the Board of Directors in each case, the floors of each Apartment must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of at least eighty (80%) percent of the floor area of each room excepting only kitchens, pantries, bathrooms, maid's rooms, closets and foyers.

(22) No group tour or exhibition of any Apartment or its contents shall be conducted, nor shall any auction sale be held in any Apartment without the consent of the Lessor or its managing agent.

(23) The Lessee shall keep the windows of the Apartment clean. In case of refusal or neglect of the Lessee during ten (10) days after notice in writing from the Lessor or the managing agent to clean the windows, such cleaning may be done by the Lessor, which shall have the right, by its officers or authorized agents, to enter the Apartment for the purpose and to charge the cost of such cleaning to the Lessee.

(24) The passenger and service elevators, unless of automatic type and intended for operation by a passenger, shall be operated only by employees of the Lessor, and there shall be no interference whatever with the same by Lessees or members of their families or their guests, employees or subtenants.

(25) Complaints regarding the service of the Building shall be made in writing to the managing agent of the Lessor.

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

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

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

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

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

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

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

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

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

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

(29) No Lessee shall install any plantings on the terrace, balcony or roof without the prior written approval of the Lessor. Plantings shall be contained in boxes of wood lined with metal or other material impervious to dampness and standing on supports at least two inches from the terrace, balcony or roof surface, and if adjoining a wall, at least three inches from such wall. Suitable weep holes shall be provided in the boxes to draw off water. In special locations, such as a corner abutting a parapet wall, plantings may be contained in masonry or hollow tile walls which shall be at least three inches from the parapet and flashing, with the floor of drainage tiles and suitable weep holes at the sides to draw off water. It is the responsibility of the Lessee to maintain the containers in good condition, and the drainage tiles and weep holes in operating condition.

(30) The agents of the Lessor, and any contractor or workman authorized by

the Lessor, may enter any Apartment at any reasonable hour of the day for the purpose of inspecting such Apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests; and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests. If the Lessor takes measures to control or exterminate carpet beetles, the cost thereof shall be payable by the Lessee as additional rent.

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

COOPERATIVE ALTERATION APPLICATION



7001 BRUSH HOLLOW ROAD
SUITE 200
WESTBURY, NY 11590
TEL: (516) 876-4800
FAX: (516) 876-6812
EMAIL: INFO@KALED.COM

WWW.KALED.COM



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

Dear Shareholder(s):

Enclosed you will find the Alteration Agreement for work to be done in your apartment. Please read the enclosed material carefully and ask the professionals and contractors working for you to do so as well. The rules set forth in this agreement have been created to protect you and your fellow shareholders, as well as the cooperative. In addition, this procedure ensures that licensed contractors will be used to perform critical work and that the work will be done in accordance with the building codes of the City of New York.

All shareholders seeking to renovate their units will be required to complete the alteration agreement and to obtain Board approval prior to commencing any work. The length of time it takes to review your package (from the time at which it is complete) and provide you with final approval of your alteration will vary depending on the scope of work. Generally, it will take this office two to four weeks from receipt of your agreement along with any other required documentation that may be necessary for our office to complete the review.

Incomplete packages will not be reviewed and will be returned to you. No exceptions to the alteration agreement policy will be granted as all work done in the building which requires outside labor, or the use of heavy items through the building, can cause both damage to the cooperative property and a disturbance to other shareholders.

Should you have any questions, please feel free to contact your property manager.

Sincerely,

Kaled Management Corp.

Encl.



CORPORATE OFFICE
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SUITE 200
WESTBURY, NY 11590
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FAX: (516) 876-6812
EMAIL: INFO@KALED.COM

SHAREHOLDER ALTERATION AGREEMENT CHECKLIST

Date: _____
Name/Apartment: _____
Address: _____
Cooperative: _____
Type of Alteration: _____

Dear Shareholder:

To help expedite the approval of your alteration, please make sure that all the items listed below are included in your alteration package to the Board. Your Cooperative Corporation requires that the following procedures be followed for Apartment Alterations:

- _____ Sign and return Alteration Agreement, attached.
- _____ Alteration deposit of \$_____ payable to the above Cooperative (to be determined).
- _____ A narrative description of your work from your architect/contractor is required in addition to any architectural, plumbing, electrical or structural plans and diagrams.
- _____ **INSURANCE POLICY** and Certificate of Insurance for each contractor showing coverage of no less than \$1,000,000.00 for liability and property damage, naming your cooperative c/o Kaled Management Corp., 7001 Brush Hollow Road, Westbury, NY 11590 as the certificate holder and "As Additionally Insured":
 - Shareholder and Unit
 - Your cooperative and the cooperative's address
 - Kaled Management Corp., 7001 Brush Hollow Rd, Westbury, NY 11590
- _____ Certificate of Insurance showing Workers' Compensation coverage.
- _____ Copy of fully executed contract between you and your contractor must be included.
- _____ A letter from your architect/contractor stating that no load bearing walls are to be removed.
- _____ Indemnification Agreement and Insurance procurement to be signed by shareholder and each contractor (attached).
- _____ This submission must include a waiver of mechanic's lien (attached) from each contractor. The waiver should state that in the event that you decide not to pay the contractor or if the contractor should for some reason not pay his subcontractors, the contractor and/or the subcontractors will not place a lien on the building.
- _____ The following statement must appear in your contract for the alteration: "All debris will be removed from the premises by the contractor" or "by the Shareholder at his/her expense."



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- _____ The following statement must appear in your contract for the alteration: "The contractor will be responsible for performing a post-renovation cleaning of the hallway threshold and all immediate adjacent areas. This includes HEPA-vacuuming the apartment, hallway(s), and elevator(s) used during renovation." The contractor will retain an independent, third party consultant to perform wipe tests and supply Management with a report of those results.
- _____ A copy of the license for all plumbers, electricians and trades people.
- _____ A copy of the contractor's EPA issued Lead Paint Renovators' License must be submitted.
- _____ In accordance with New York City Local Law #1, all contractors must be EPA Certified Lead Abatement Supervisors when dealing with lead paint removal/sanding/plastering and painting of the apartment.
- _____ If the work is extensive, the Cooperative's engineer or architect must review the packet at the shareholder's expense.
- _____ The general contractors must schedule an appointment with the Superintendent prior to the commencement of work.
- _____ No containers for removal of materials are allowed on the premises (unless prior written approval is received from Management). Containers must be kept on the city streets and the contractor must have permits for their use.
- _____ All workers, on a daily basis, must clean the apartment and all common areas that they have disturbed.
- _____ Upon approval from this office, as a courtesy, notification to neighboring apartments must be done by you. Please forward all copies of letters sent to your neighbors for our records.
- _____ If you plan to move plumbing lines or make structural changes to the walls, the architect/contractor must file with the proper division of the Department of Buildings, City of New York. An Asbestos Report is also required if you are filing with the Department of Buildings.
- _____ If you plan to renovate your bathroom, depending on the extent of renovation, you will be required to replace all branch lines from the riser to the basin, toilet and shower body, including the shower body, toilet lead bend and shower pan. This includes new ball shut off valves. A NYC licensed plumber will be required to perform this work and the work must be filed with NYC Department of Buildings. The plumber must furnish a statement and receipt that they have filed with the Department of Buildings.
- _____ The contractor agrees to comply with Local Law 85 of the New York City Energy Conservation Code (NYCECC). The contractor is to provide documentation if the NYCECC does not apply.

Attached is an Alteration Agreement. Should you or your architect/contractor have any questions, please contact the property manager.

Revised 6/13



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SHAREHOLDER(S) ALTERATION AGREEMENT

Date: _____

Name(s): _____

Tel. #: _____

Apt. #: _____

I/we hereby request that the "Co-op" provide written consent for the marking of certain alteration(s) (the "Alteration") to the above referenced co-op apartment, in the premises known as _____, Apartment _____, NY _____ (the "Building"). I/we have submitted, for approval, the plans and specifications attached hereto (the "Plans") for the Alteration, and we agree to the following:

A. Before any alterations shall be started:

- I. I/we understand and agree that if I/we plan to combine apartments, move plumbing lines, add additional plumbing fixtures, add/remove electrical wiring or make structural changes, the licensed professional/contractor **must** file and obtain the appropriate approval and permit(s) with the proper division of the Department of Buildings, City of New York. An Asbestos Report is also required when filing with the Department of Buildings.
- II. I/we shall file the Plans with all proper municipal departments and shall obtain all governmental approvals, permits and certificates that may be required. The Managing Agent shall be notified of any Building Permit Number assigned to the Plans and shall be given a copy of the permits and aforementioned certificates within ten (10) days of my/our receiving same;
- III. If any structural modifications are involved, I/we will submit a letter from my/our architect/contractor stating that there are no structural modifications and that no load-bearing walls are being removed.
- IV. If the Alteration shall include any electrical work, I/we shall furnish to the Cooperative a letter from a licensed electrician, engineer or architect, which shall certify that the electrical loads required resulting from the Alteration will not be in excess of the present electrical capacity of the Apartment and will not adversely affect the Building's electrical service.
- V. I understand and agree that if the work is extensive the alteration application, together with drawings and specifications, describing the total



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scope of work, will be submitted to the Co-op's engineer or architect for review at the shareholder's expense.

- VI. I understand and agree that all contractors must contact the Superintendent prior to commencing work.
- a. I understand and will inform my/our contractor(s) that no containers for removal of materials are allowed on the premises, unless same has been approved in writing by Management. Containers must be stored on the city streets and the contractor must have permits for storage.
 - b. I understand and will inform my/our contractor(s) that all workers must, on a daily basis, clean the apartment and all common areas that they have disturbed.
 - c. I understand and agree that subject to approval from the Managing Agent, as a courtesy, written notification to neighboring apartments of the construction work must be given by me/us. I/we agree to forward copies of letters sent to neighbors for the Managing Agent's records.
- VII. I/we shall furnish the Cooperative with a photocopy of each and every agreement with my/our contractor(s), which shall include a description of the scope of their renovation work. This is an addition to any architectural, plumbing, electrical or structural plans submitted.
- VIII. I/we shall procure from my/our contractor(s), and submit for the Cooperative's approval, the contractor's written agreement waiving the right to file a Mechanic's Lien or other lien, attachment or encumbrance against the building which may arise out of, or in connection to, subcontractors. It shall also be filed with the Managing Agent before such contractors commence work. If I/we are unable to obtain Waivers of Mechanic's Liens, then I/we shall provide the Cooperative with a Labor and material payment Bond from a Surety Company acceptable to the Cooperative.
- IX. If required, I/we agree to obtain the approval of the New York Landmarks Preservation Commission for any Alteration(s) involving the exterior of the Building.
- X. I/we agree that no Air-Powered tools will be used without the specific written approval of the Board of Directors.
- XI. I/we agree that the contractor(s) who perform the Alteration work must obtain the following insurance coverage:

- \$1,000,000.00 comprehensive Liability



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- \$1,000,000.00 Property Damage Liability
- Workers' Compensation and Employee Liability Coverage for ALL employees of the contractor and any subcontractors.

XII. I/we agree to ensure that the contractor(s) submit a Certificate of Insurance, listing as Certificate Holder and As Additionally Insured: Kaled Management Corp., the Cooperative and me/us stating that said insurance will not be terminated unless at least 30 days' notice is given to the Managing Agent.

XIII. I/we agree to submit a copy of the license for all plumbers, electricians and trades people.

B. Guarantees/Commitments:

- I. If required, at completion of the Alteration, I/we shall obtain a Certificate of Occupancy permitting residential occupancy of the Apartment and a Certificate from the Board of Fire Underwriters with respect thereto.
- II. I/we shall assume all responsibility for the Alteration and agree that neither the Cooperative nor the Managing Agent will be responsible for the failure of efficient performance of building services to the Apartment resulting from the Alteration.
- III. During the balance of the term of my/our lease, I/we agree to assume all responsibility for the weather-tightness of any installations affecting the exterior walls or roof and the waterproofing of any portion of the Building structure directly or indirectly affected by the Alteration and for the maintenance and performance of all heating, plumbing air-conditioning and other equipment installed or altered by me/us.
- IV. Should the Alteration involve the enclosure of any heat or water pipes, or in any other way limit access to these pipes and if in the future, the Cooperative has cause to damage or remove these impediments for the purpose of repair to said pipes or for any other purpose, I/we agree to pay for any extraordinary expenses the Cooperative may incur in removing these impediments, and I/we shall assume all costs in restoring such.
- V. The Alteration and Materials used shall be the quality and style in keeping with the general character of the Building. I/we agree to take all precautions to prevent all damage to the Building and assume all risk for damage to the Building, its mechanical systems, and property of all other tenants and occupants in the Building, which result from or may be attribute to the Alteration.

- VI. I/we agree that all demolition, reconstruction and installation work, as set forth in the Plans, shall be performed and completed within time period specified from the date when municipal approval has been granted or if no approval is required, from the date approved by the Cooperative.
- VII. I/we agree that the Alteration shall be performed only between the hours of 9:00 a.m. and 5:00 p.m. **NO WORK** shall be performed on Saturdays, Sundays or Holidays.
- VIII. I/we agree that rubbish, rubble, discarded equipment or other materials (e.g. empty packaging cartons) are to be promptly removed from the Building at my/our own expense, in the manner prescribed by the Managing Agent. I/we shall see to it that precautions shall be taken to prevent dirt and dust from permeating other parts of the Building or other apartments in the Building during the progress of the Alteration.
- IX. If, for any reason one or more Mechanic's Liens are filed for the work done, or materials furnished in connection with the Alteration, I/we agree, or my/our sole expense to cause such Mechanic's Lien(s) to be satisfied. The Cooperative may exercise all rights and remedies reserved to it in my/our Proprietary Lease to cause satisfaction of said Lien(s).
- X. By executing this Agreement, I/we undertake to indemnify and hold harmless the Cooperative, the Managing Agent and the Tenants and Occupants of the Building, against any claims for damages to persons and property suffered as a result of the Alteration, whether or not caused by negligence, and any expenses (including, without limitation, attorney's fees and disbursements) incurred by the Cooperative in connection therewith.
- XI. In granting the consent requested, I/we understand that the Cooperative makes no representation as to the design, feasibility or efficiency of the Alteration or whether I/we will be able to obtain the required permits and certificates.
- XII. If the operations of the Building or any of its equipment are in any way adversely affected by reason of the Alteration, I/we agree at my/our sole expense and cost to promptly remove the cause thereof upon being advised by the Cooperative or Managing Agent.
- XIII. I/we acknowledge and agree that all demolition work must be completed within (10) days after commencement. I/we acknowledge that the time periods contained herein are of essence of this agreement, and that the time periods may be extended only if the Cooperative requests that no work be performed on specific dates; in such event the time for which

completion is required hereunder will be extended by the number of days which the Cooperative prohibits work from being performed.

- XIV. If the work is not completed within the approved time period, the Board of Directors and/or the Agent have the right to suspend all work and/or impose the following monetary damages if the Board of Directors has not granted a written extension. I/we agree to pay the Cooperative the following monetary damages:
- a. If the work continues for one (1) to thirty (30) days after the required completion date, the shareholder will pay a damage of \$250.00 for each working day.
 - b. If the work continues for thirty-one (31) days or greater after the required completion date, the shareholder will pay a damage of \$500.00 for each working day.
- XV. I/we agree that this agreement MAY NOT be changed orally.
- XVI. I/we understand and agree that the Cooperative may suspend all work hereby authorized if I/we fail to comply with the terms of my/our Proprietary Lease or the House Rules applicable to Alterations, of the terms thereof.
- XVII. Should the Alteration involve erection of a structure or enclosure on an outside terrace, I/we agree that in addition to all other obligations set forth and in the Proprietary Lease, I/we shall grant the Cooperative's representatives access to the terrace for purposes of inspecting such structure or enclosure. I/we further agree, at my/our sole expense, to perform any repairs, maintenance and/or make such changes in the structure or enclosure, the Building (including the apartment therein as required to meet appropriate standards). I/we acknowledge and agree that, the Cooperative is not obligated to undertake such inspections or recommend repairs, maintenance procedures or changes.
- XVIII. I/we agree to release and discharge, and to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Cooperative and its employees, agents (including, without limitation, the Cooperative's Managing Agent), officers and directors, from and against any and all claims, demands, or expenses of whatever kind or nature (including, without limitation, counsel fees and expenses) arising out of, or in any way related to, the Alteration or other construction in the Apartment.



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SUITE 200
WESTBURY, NY 11590
TEL: (516) 876-4800
FAX: (516) 876-6812
EMAIL: INFO@KALED.COM

Read, understood and agreed to:

BY: _____

BY: _____

Date: _____

.....
☐ Approved

☐ Approved with Modification (see instruction)

☐ Not Approved

By: _____

Date: _____



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CONTRACTOR'S APPLICATION
(To be completed by the contractor)

This form must be completed by the contractor and submitted with the Shareholder's Alteration Agreement to the Managing Agent prior to commencing any work in the building. A NEW YORK CITY CONTRACTOR'S LICENSE is required by all contractors AND their subcontractors in order to perform any work.

Contractor's Name: _____

Contractor's Address: _____

City, State, Zip: _____

Contractor's Office Tel. #: _____ Emergency Tel. #: _____

1. What work will you be performing? _____
2. What is your NYC License #? _____
(Please attach a photocopy of your license)
3. What is your EPA Lead Safe Renovator Certificate #? _____
(Please attach a photocopy of your certificate)
4. Is a building permit required? NO _____ YES _____. If a permit is required, the work must be filed with the Department of Buildings and a copy of each building permit issued (construction, plumbing, electrical, etc.) must be submitted to the Managing Agent before approval is granted to start each phase of work.
5. You are required to provide the Managing Agent with an insurance policy and certificate of liability and property damage insurance in the amount of \$1,000,000.00 naming the shareholder, the Cooperative and Kaled Management Corp. as the insured for liability and property damage which may be caused by your actions while working in the building.
6. What are the name, address and telephone number of your insurance agent? _____

Contractor must read and sign: I, _____, hereby agree to abide by the rules of the Cooperative while working in the building. Such rules prohibit work of any kind of prior to 9:00 A.M. or after 5:00 P.M. weekdays. I also understand that no work is permitted on Saturday, Sunday or Holidays.

Signed: _____ Date: _____

NYC Lic. # _____

Print Name and Title: _____



CORPORATE OFFICE
7001 BRUSH HOLLOW ROAD
SUITE 200
WESTBURY, NY 11590
TEL: (516) 876-4800
FAX: (516) 876-8812

EMAIL: INFO@KALED.COM

MECHANIC'S LIEN WAIVER FORM
(To be completed by each contractor)

Dated: _____

Attention: Managing Agent of _____

Re: Apartment # _____

Dear Sir/Madam:

The undersigned agrees that it will not make any claim against, or seek to recover from (a) _____ (the "Shareholder") or (b) the Corporation or the Corporation's other Shareholders, servants, agents, partners, guests, licensees, invites, tenants or employees (collectively, the "Indemnified Parties") for any damage to persons or property by the perils within the scope of the policies described in that certain alteration agreement between the Corporation and the Shareholder dated _____, unless the loss or damage is due to the carelessness or negligence of that Indemnified Party. The Indemnified Parties and all other occupants of the building shall be indemnified and held harmless against any and all liability, including legal costs and expenses on account of loss of life or injury to any person or damage to property which occurs during or results from the performance of the work, unless such injury or loss or damage to the property is caused by carelessness or negligence of that Indemnified Party.

Sincerely,

(Name of Contractor)

Signature : _____

Printed Name: _____

Title: _____

License # _____

A copy of my actual license is attached.



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Whereas _____ ("Contractor") is and will be performing certain work for _____ ("Owner") pursuant to oral and/or written agreement and/or Purchase Orders. As to all such work, Owner and Contractor agree as follows:

INDEMNIFICATION AGREEMENT

To the fullest extent permitted by law, Contractor agrees to indemnify, defend and hold harmless Owner and/or Managing Agent from any and all claims, suits, damages, liabilities, professional fees, including attorney's fees, costs, court costs, expenses and disbursements related to death, personal injuries or property damage (including loss of use thereof) arising out of or in connection with the performance of the work of the Contractor, its agents, servants, subcontractors or employees, or the use by Contractor, its agents, servants, subcontractors or employees, of facilities owned by Owner. This agreement to indemnify specifically contemplates full indemnity in the event of liability imposed against the Owner and/or Managing Agent without negligence on the part of the Owner and/or Managing Agent either causing or contributing to the underlying claim. In that event, indemnification will be limited to any liability imposed over and above that percentage attributable to actual fault, whether by statute, by operation of law or otherwise.

INSURANCE PROCUREMENT

Contractor shall obtain and maintain at all times while performing work for or at the request of the Owner, at its sole cost and expense, the following insurance (a) worker's compensation insurance with statutory limits and employer's liability coverage of not less than \$500,000.00; (b) commercial general liability insurance with a minimum limit of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate, which insurance shall cover the following: premises and operations liability, products/completed operations, broad form property damage, broad form contractual liability, personal injury and independent contractor's liability; (c) automobile liability insurance covering owned, hired and non-owned vehicles, with a minimum limit of liability of \$1,000,000.00; and (d) umbrella liability insurance with a limit of \$5,000,000.00 per occurrence and a general aggregate of \$5,000,000.00. Contractor shall be specific endorsements to its primary and umbrella/excess liability policy, cause the Owner and Managing Agent to be named as the Additional Insured. Contractor shall be specific endorsements to its primary liability policy, cause the coverage afforded to the additional insured thereunder to be primary to and not concurrent with other valid and collectible insurance available to Owner and Managing Agent. Contractor shall, by specific endorsement to its umbrella/excess liability policy, cause the coverage afforded to the Owner and Managing Agent thereunder to be first tier umbrella/excess coverage above the primary coverage afforded to the Owner and Managing Agent and not concurrent with or excess to other valid and collectible insurance available to the Owner and Managing Agent.

Dated: _____

Owner

Contractor

By: _____

By: _____



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Whereas _____ ("Contractor") is and will be performing certain work for _____ ("Owner") pursuant to oral and/or written agreement and/or Purchase Orders. As to all such work, Owner and Contractor agree as follows:

INDEMNIFICATION AGREEMENT

To the fullest extent permitted by law, Contractor agrees to indemnify, defend and hold harmless Owner and/or Managing Agent from any and all claims, suits, damages, liabilities, professional fees, including attorney's fees, costs, court costs, expenses and disbursements related to death, personal injuries or property damage (including loss of use thereof) arising out of or in connection with the performance of the work of the Contractor, its agents, servants, subcontractors or employees, or the use by Contractor, its agents, servants, subcontractors or employees, of facilities owned by Owner. This agreement to indemnify specifically contemplates full indemnity in the event of liability imposed against the Owner and/or Managing Agent without negligence on the part of the Owner and/or Managing Agent either causing or contributing to the underlying claim. In that event, indemnification will be limited to any liability imposed over and above that percentage attributable to actual fault, whether by statute, by operation of law or otherwise.

INSURANCE PROCUREMENT

Contractor shall obtain and maintain at all times while performing work for or at the request of the Owner, at its sole cost and expense, the following insurance (a) worker's compensation insurance with statutory limits and employer's liability coverage of not less than \$500,000.00; (b) commercial general liability insurance with a minimum limit of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate, which insurance shall cover the following: premises and operations liability, products/completed operations, broad form property damage, broad form contractual liability, personal injury and independent contractor's liability; (c) automobile liability insurance covering owned, hired and non-owned vehicles, with a minimum limit of liability of \$1,000,000.00; and (d) umbrella liability insurance with a limit of \$5,000,000.00 per occurrence and a general aggregate of \$5,000,000.00. Contractor shall be specific endorsements to its primary and umbrella/excess liability policy, cause the Owner and Managing Agent to be named as the Additional Insured. Contractor shall be specific endorsements to its primary liability policy, cause the coverage afforded to the additional insured thereunder to be primary to and not concurrent with other valid and collectible insurance available to Owner and Managing Agent. Contractor shall, by specific endorsement to its umbrella/excess liability policy, cause the coverage afforded to the Owner and Managing Agent thereunder to be first tier umbrella/excess coverage above the primary coverage afforded to the Owner and Managing Agent and not concurrent with or excess to other valid and collectible insurance available to the Owner and Managing Agent.

Dated: _____

Owner

Contractor

By: _____

By: _____



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- **Contractor Insurance Endorsement**

ADDITIONAL INSURED-CONTRACTORS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization: (*Your name and management company name)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

It is further agreed that such insurance as afforded by this policy for the benefit of the Additional Insured shown shall be primary insurance, and any other insurance maintained by the Additional Insured shall be excess and non-contributory, but only as respects and claim, loss or liability arising out of the operations of the Named Insured, and only if such claim, loss or liability is determined to be solely the negligence or responsibility of the Named Insured.



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Insurance Clause:

Certificate Holder:

[Cooperative's Name]
c/o Kaled Management Corp.
7001 Brush Hollow Road, Suite 200
Westbury, NY 11590

Additional Insured:

Name of Shareholder(s)/Owner(s) & Unit #(s)
Cooperative's name and address
Kaled Management Corp., 7001 Brush Hollow Road, Westbury, NY 11590

ACORD CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
PRODUCER Sample Insurance Brokerage 1234 First Street New York, NY 12345		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED Contractor (or sub-contractor) name Address		
		INSURERS AFFORDING COVERAGE INSURER A: General Liability Insurance Company INSURER B: Workers' Compensation Company INSURER C: Umbrella Insurance Company INSURER D: INSURER E:
		NAIC #

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CLASS CODE LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. ACCT <input type="checkbox"/> LOC	123456789-09	01/01/2012	current	EACH OCCURRENCE \$ 1,000,000.00 AGGREGATE PER YEAR \$ 1,000,000.00 MED EXP (Adv/own primary) \$ 50,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/PROP AGG \$ 2,000,000.00
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	DAMAGE LIABILITY <input type="checkbox"/> ANY AUTO				
C	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> DEDUCTIBLE RETENTION \$ 100,000.00	987654321-00	1-1-2012	current	EACH OCCURRENCE \$ 5,000,000.00 AGGREGATE \$ 5,000,000.00
B	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICIES/SHAREHOLDERS EXCLUDED? <input type="checkbox"/> YES, outside employer SPECIAL PROVISIONS follow OTHER	8888888-789	1-1-12	current	<input checked="" type="checkbox"/> RET. STATE-TOY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000.00 E.L. DISEASE - EA EMPLOYEE \$ 500,000.00 DISEASE - POLICY LIMIT \$ 500,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Additionally insured as pertains to liability:

1. Shareholder name and address
2. Cooperative's name and address
3. Kaled Management Corp., 7001 Brush Hollow Road, Westbury, NY 11590

CERTIFICATE HOLDER Cooperative's Name c/o Kaled Management Corp. 7001 Brush Hollow Road, Suite 200 Westbury, NY 11590	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE:
--	---



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FORM A: LEAD BASED PAINT RULES RIDER

Effective June 1, 1999 Lead Based Paint Rules Governing Renovations in Pre-1978 Housing

I/we hereby acknowledge that I/we have received a copy of the pamphlet "Protect Your Family From Lead In Your Home," informing me of the potential risk of lead hazard exposure from renovation activity to be performed in my dwelling unit. I/we received this pamphlet before the work began.

I/we hereby agree and understand that I/we will be responsible for informing my/our contractor that they are responsible for complying with the lead based paint regulations when scraping and sanding of painted surfaces greater than two (2) square feet are performed either in my/our apartment or in the common areas of the building outside my/our apartment.

I/we hereby agree and understand that I/we will be responsible for informing my/our contractor that they are responsible for completing and executing all forms associated with painting renovation inside and outside my/our apartment, to make the pamphlet available to me/us if painting renovation is performed inside my/our apartment and to notify neighbors on my/our floor if a painting renovation is performed inside my/our apartment and to notify neighbors on my/our floor if painting renovation is performed outside the apartment in a limited use common area.

I/we hereby agree to hold the Cooperative and Managing Agent harmless from any responsibility, cost and expense associated with the compliance of the lead based paint regulations and the indemnify the Cooperative and Managing Agent from any lawsuit or legal cost and expense due to my/our failure to comply with such regulations.

Signature of Shareholder/Unit Owner

Signature of Shareholder/Unit Owner

Printed name of Shareholder/Unit Owner

Printed name of Shareholder/Unit Owner

Name of Building/Address of Building

Apartment Number



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NOTICE TO ALL RESIDENTS APPLYING FOR APARTMENT ALTERATION

We supply you with the following information so that you have an understanding of the filing requirements as promulgated by the New York City Department of Buildings.

Apartment Alterations:

When proposed work includes wall removal or partitions (original construction or previously filed wall construction), whether load bearing wall or not, filing an Alteration Type II Application is required by the City and a Work Permit must be obtained by the Contractor. This process requires that the shareholder retain the services of a NYS licensed architect or engineer.

Minor work such as renovating an existing bathroom or kitchen, where the existing structure of the rooms is not being changed, may be performed without obtaining a Work Permit. When plumbing work is included in the scope of work (such as to replace the existing branch water, drain and vent piping back to the risers), the work shall be filed by a NYC licensed plumber with the NYC Department of Buildings. The plumber must furnish a statement and receipt that they have filed with the Department of Buildings for plumbing work being done to the apartment. This type of filing for minor work does not require an architect or engineer. There is a limit, however, imposed by the City on the value of work that may be filed in this manner, per building, per 12 month time period. The amount of work cannot exceed \$14,500.00 per 12 month period.

When electrical work is performed and includes replacing the existing circuit breaker panel, or installing new circuits to the existing panel, a separate permit is required from the NYC Bureau of Electrical Control (BEC). This permit is obtained by a NYC licensed electrician. Upon completion of the work, an inspection is made by a City inspector and a Certificate of Electrical Inspection and Approval will be issued if the completed work meets code.

No current apartment alterations should require filing an Alteration Type I application (which requires amending the Certificate of Occupancy), unless there is a change in use of a space, such as from professional apartment to residential apartment. This is not a frequent occurrence. Amending the Certificate of Occupancy is a major process that can subject the cooperative to intense inspections, sometimes precipitating the need for extensive work to correct violation conditions.

Please contact management if you should have any further questions or comments.

Very truly yours,

Kaled Management Corp.

Hartley House Owners Corp.

30-11 Parsons Blvd
Flushing, NY 11354

August 1, 2023

Dear Shareholders/Residents:

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

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

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

Thank you for your anticipated cooperation and compliance with the Co-Op's Local Law 147 smoking policy and NYC 2002 Smoke Free Air Act.

Very truly yours,
Board of Directors

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.



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NEW YORK CITY FIRE DEPARTMENT

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

APARTMENT BUILDING FIRE SAFETY

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



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

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

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

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

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

Powered Mobility Device Fire Safety

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

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

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

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

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

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

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

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

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

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

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

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