

Sale Application
Park Lane North Owners, Inc.
118-17 Union Turnpike
Forest Hills, NY 11375

Contact Information:

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

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

Bldg. # 494

01/2026

Application instructions

- Do not bind application
- Do not Staple application or section together
- Do not make double sided copies of any sections
- Do not remove sections provided in application
- Do not include tabs or plastic inserts for each section

Guarantors are not allowed

Gifts are allowed. Bank/notarized gift letter must accompany application

The original application and all submitted documents become the property of the cooperative.

For any foreign documentation included in the application, translated and notarized copy must be included.

For any foreign bank statements included, please provide the most up to date currency conversion. All foreign bank statements require FDIC logo.

All applicants and occupants must attend the interview.

If any party is being represented by a POA, please include a copy of the POA and an affidavit of full force . Please contact your attorney if you have any questions.

Copies of Letters of Testamentary/Administration (not dated less than 6 months), copies of death and stock certificates must be submitted with application.

Please provide one email address/phone # below and advise our office who will be the point person.

Name _____ Phone _____

Email _____

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.

Maximum financing allowed by Cooperative is 80%

SALES REQUIREMENTS – Park Lane North Owners, Inc.

APPLICATION PACKAGE CHECKLIST:

Social Security numbers and bank account numbers in all copies of packages submitted, excluding the original copy must be blacked out/omitted

The following items must be included with the application:

1. Purchase Application filled out in its entirety _____
2. Completed financial statement filled out in its entirety _____
3. Copy of Signed Contract of Sale (Blumberg Contract Form Preferred) _____
4. Aztech form of Recognition Agreement if sale is being financed original _____
5. Reference letter from previous landlord _____
6. A letter from employer indicating length of employment/salary, position & likelihood of continued employment & current paystub. _____
7. Two (2) personal letters of reference per applicant and
Three (3) business reference letter per applicant _____
8. Copy of W-2 forms and federal income tax forms for prior two (2) years _____
9. If financing, a copy of signed Mortgage Application and Commitment
Note: a maximum of 80% of the apartment value may be financed. _____
10. Copies of most recent bank and investment statements_ (2) two months _____

11. A signed Window Guard Rider form _____

12. Lead Paint Rider signed and initialed by both parties _____

13. Credit authorizations completed and signed (**only in original package**) _____

14. Carbon & smoke affidavit signed & notarized purchaser/seller _____

15. No Pet Rider _____

16. Sprinkler disclosure contact information _____

17. Coop abatement survey _____

18. Flip Tax Affidavit _____

19. Applicants Statement _____

20. Emergency Contact Form _____

If you are self-employed, please furnish the following additional information,

21. Business financial statement _____

22. Business tax returns for the last three (3) years _____

Pet Policy- No Pets Allowed

Alteration- Alterations may only be made with consent of the Board of Directors. An alteration package is available from the Management Company

- After review by the Admissions Committee applicant(s) will be contacted to arrange for a personal interview. The interview must be attended by all applicant(s). upon the conclusion of the interview , the committee will submit recommendation to the Board of Directors . The Board will then act upon the application, and we will advise you of their decision. Please allow Four (4) to Six (6) Weeks for the Entire Application Process.
- Please note that the application and all supporting documentation submitted must remain the property of Park Lane North Owners Corp.

* The board of directors may require additional information.

*Please remove your social security number from all documents and bank accounts
except credit check.

* Please only put the credit authorization in the original package

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

If instructions are not followed packages will be returned

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

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

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

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

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

*Credit Check Fee **\$200.00 per applicant payable to Kaled Management Corp.(Purchaser) Non refundable**

* Refundable Move-in fee in the amount of **\$500.00 payable to Park Lane North Owners, Inc.** These Fees must accompany application, payable to Park Lane North Owners, Inc. Refundable on completion of move in an inspection of the common area. **(Purchaser)**

* Refundable Move-out fee in the amount of **\$500.00 payable to Park Lane North Owners, Inc.** These Fees must payable to Park Lane North Owners, Inc. Refundable on completion of move in an inspection of the common area. **(Seller)**

*Administration fee of \$450.00 payable to Park Lane North, Owners Inc. **(Purchaser) Non refundable**

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

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

Any incomplete application packages will be returned. Please allow approximately

Four (4) to Six (6) weeks for the processing of the application and scheduling interview with the Board.

PARK LANE NORTH OWNERS INC.
RESALE APPLICATION

BALANCE SHEET

ASSETS

AS OF THE LAST DAY OF THE MONTH IMMEDIATELY PRECEEDING DATE OF APPLICATION

- | | |
|---|----------|
| 1. Cash | \$ _____ |
| 2. Checking Accounts | \$ _____ |
| 3. Savings Accounts, Money Funds | \$ _____ |
| 4. Total Cash, Banks and Money Funds | \$ _____ |
| 5. Marketable Securities | \$ _____ |
| (furnish proof of balance for major accounts) | |
| 6. Life Insurance Net Cash Value (List Below) | \$ _____ |
| 7. Subtotal Liquid Assets | \$ _____ |
| 8. Non-Marketable Securities (List Below) | \$ _____ |
| 9. Real Estate Owners (List Below) | \$ _____ |
| 10. Vested Interest in Retirement Fund | \$ _____ |
| 11. Net Worth of Business Owned | \$ _____ |
| 12. Automobiles/Pleasure Boats (List Below) | \$ _____ |
| 13. Market Value of Furniture & Personal Property | \$ _____ |
| 14. Notes Receivable | \$ _____ |
| 15. Other Assets (Explain Below) | \$ _____ |
| 16. Total Assets (Explain Below) | \$ _____ |

LIABILITIES

- | | |
|--|----------|
| 17. Installment Debt Payable | \$ _____ |
| 18. Other Unsecured Loans | \$ _____ |
| 19. Real Estate Loans & Mortgages (List Below) | \$ _____ |

20. Automobile/Boat Loans (List Below) \$ _____

21. Other Secured Loans (List Below) \$ _____

22. Other Liabilities (Explain Below) \$ _____

23. Total Liabilities \$ _____

24. Net Worth (Assets minus Liabilities) \$ _____

NOTES

The applicant is advised that its application is subject to the approval of the Board of Directors without which the propose purchase may not be consummated. In this regard, the Applicant is directed to the By-laws of PARK LANE NORTH OWNERS, INC, and the provision of the Proprietary Lease.

The applicant is directed to the Proprietary Lease and House Rules which govern the occupancy of PARK LANE NORTH OWNERS, INC. by its residents , and which would govern the occupancy of the Applicant.

In no event will PARK LANE NORTH OWNERS, Inc., the Board of Directors, or its agents be responsible for any liabilities or expenses incurred by any Applicant whose application is disapproved. While the Board of Directors will attempt to promptly review all applications PARK LANE NORTH OWNERS, INC, the Board of Directors, or its agents assume no responsibility for expenses or liabilities resulting from any delay in its review.

PARK LANE NORTH OWNERS, INC., the Board of Directors, or its agents assume no responsibility for expenses and liabilities resulting from any delay in closing of title or occupancy of apartment.

Please note that any and all terms agreed upon concerning the purchase of the Shares of Stock pertaining to the apartment, including terms of payment, return of downpayment etc. are strictly between the seller(s) and purchaser(s) . the cooperative Corp. or Management Company is not party to the transaction and assumes nor responsibility .

The applicant is advised that falsification of any of the foregoing information or omission of material may result without limitation, in revocation of the Board of Directors approval and termination of Applicants Proprietary Leases.

The undersigned authorizes the Board of Directors to contact any of the employers, banks, landlords, educational intuitions, references, etc. application including credit reporting agencies. Kaled Management Corp. and the Board of Directors does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual discrimination, or military status, in any of its activities or operations.

Subletting of any kind is not permissible without the express written consent of the Board of Directors of PARK LANE NORTH OWNERS, INC.,

The undersigned certifies that the information furnished herein is true.

Applicant _____

Applicant _____

State of _____

County of _____

Sworn to before me this _____ day of _____ 20_____.

Notary Public

Closing

All closings take place at the Cooperatives attorney's office William A Slutsky P. C. located at 118-21 Queens Blvd Ste 615 Forest Hills NY 11375 The office number is

718-263-9292. a list of documents required for closing and closing fees will be provided at closing.

At closing Flip Tax will be due to the Corporation The fee is calculated as follows

Deduct 10% from the sale price. Then deduct the acquisition price from the new figure. The Flip tax is 5% of the difference.

For example, Sales price \$100,000.00

Minus	<u>(\$10,000.00)</u>
	\$90,000.00
Acquisition	<u>\$75,000.00</u>
	\$ 15,000.00 x 5% = \$750.00

PURCHASE APPLICATION

Application is herewith submitted for the purchase of _____ shares of common stock of Park Lane North Owners, Inc., and for the right of residency in Apartment # _____.

Seller's Name(s): _____

Seller's Attorney: _____

Name of Firm & Address: _____

Telephone Number: () _____ **Email** _____

Purchase Price: \$ _____

Purchaser's Attorney: _____

Name of Firm & Address: _____

Telephone() _____ **Email** _____

Broker Involved: _____

Cell Phone _____ **Email** _____

Purchaser's Name(s): _____ **Phone #** _____

Social Security Number (last 4 Digits) _____

Address: _____

Cell Number(s) () _____

Work Telephone Number(s) () _____

Email: _____

Employer's Name(s): _____

Employer Address: _____

Occupation(s): _____

Length of Employment: _____

Present Amount of Monthly Rent: \$ _____ Mortgage: \$ _____

Name of Landlord and Telephone: _____ () _____

Length of Residency: _____

Reason for Leaving: _____

Purchaser's Name(s): _____ Phone # _____

Social Security Number (last 4 Digits) _____

Address: _____

Cell Phone Number(s) () _____

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

Email _____

Employer's Name(s): _____

Employer Address: _____

Occupation(s): _____

Length of Employment: _____

Present Amount of Monthly Rent: \$ _____ Mortgage: \$ _____

Name of Landlord and Telephone: _____ () _____

Length of Residency: _____

Reason for Leaving: _____

Purchase Terms

1. Purchase Price _____
2. Amount Financed _____
3. Approx. Monthly financing Costs. _____
4. Monthly Maintenance _____
5. Total (Lines 3-4) _____
6. State source of unfinanced portion of Purchase Price _____

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

<u>Names of Adults</u>	<u>Names of Children</u>	<u>Ages of Children</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of all residents in the building known by applicant:

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

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

Do you own any cars? Year/Make/ Model _____

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

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

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

Signature of Applicant: _____

Date: _____

Signature of Co-Applicant: _____

Date: _____

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

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

Date _____

 Signature of Applicant

YEARLY INCOME AND EXPENSE STATEMENT

Instructions: If the income tax statement you submit with this application is for the *prior calendar year*, then complete this form for the current calendar year only. *If you have not submitted* a filed income tax statement for the prior calendar year, please complete two forms; one for the preceding year and one for the current year.

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(Student Loans)	
Pension (IRA, Keogh)		Charitable Contributions	
Social Security		Medical (unreimbursed)	
Investments (describe)		Alimony, Child Support,	
		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

Park Lane North Owners, Inc
Pet Policy Acknowledgment Form

Date: _____

It is hereby understood and agreed that when accepted as a shareholder at Park Lane North, Owners, Inc I will not harbor any pets in the building including dogs.

So, agreed

Applicant

Signature _____

Applicants

Signature _____

State of

County of

Sworn before me this _____ day of 20_____.

Notary

COOP ABATEMENT RESIDENT VERIFICATION SURVEY

1. Name of all Unit owners listed on the deed (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 unit owners on the proprietary lease:

7. Have there been any circumstances or changes in residency since January 1, 2020 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: _____

PARK LANE NORTH OWNERS, INC.

FLIP TAX AFFIDAVIT

Transferor: _____
Transferee: _____
Unit: _____
Address: 118-17 Union Tpke.
Shares: _____

State of New York }
County of Queens }ss.:

The undersigned, being duly sworn, depose and say:

I am one of the Sellers of the above captioned premises.

That I know that I am responsible for the payment of a flip tax due to the Cooperative based upon the "profit" made upon the sale of this unit.

In connection therewith, I represent that I purchased the premises on _____ for a purchase price of \$ _____.

That the flip tax is therefore computed as follows:

Sales price:	\$	
Less:	\$	= 10% of sales price
Net sales price:	\$	
Less: Acquisition price:	\$	
Profit:	\$	
Flip tax:	\$	= 5% of profit

Sworn to before me this
th day of ,20 .

Notary Public

Applicant's Statement

I/We represent(s) that the above statements and accompanying exhibits are true and correct. Verification may be obtained from any source named in the statement

The undersigned applicant(s) understand(s) that the consent of The Board of Directors is required for the proposed transfer of the Proprietary lease, and that the Board of Directors will rely on the information furnished above. It is also understood that the information requested is essential to the application because of the desire of the Cooperative to maintain a compatible group of residents in the building and to maintain the financial stability of the building. It is the policy of the cooperative not to discriminate due to race, creed, color, religion, nation of origin, marital status, sexual orientation, or disability. The Applicant(s) also agree to meet in person with representatives of the Corporation. The Applicant(s) understand(s) that the Cooperative Corporation reserves the right to request further information.

Park Lane North Owners Inc., its officers, agents, and representatives, Board of Directors, and shareholders shall have no liability with respect to any matter or concerning any act of the proposed Seller in connection with any contract contemplated herein. The Corporation and its agents make no representation with respect to the value of the stock or the proprietary lease of an individual apartment involved, nor any recommendation to the prospective Purchaser with respect to the advisability of the purchase.

I/We understand that Park Lane North Owners, Inc. is a No-pet building. No Pets Allowed.

I/We understand that the policy of a co-op renter insurance is required to be obtained prior to closing and must be maintained for as long as I/We own the unit.

I/We understand that all applications are to be owner-occupancy only.

I/We acknowledge that renovations may not be made without prior approval of the Board of Directors.

I/We hereby acknowledge receipt of the Proprietary Lease, By-Laws, House Rules, and Owner's Manual.

I/We understand that sublets are allowed only with prior approval of the Board of Directors.

I/We understand that sublets will not be permitted until three(3) years after closing.

I/We have been advised that the Purchaser assumes all responsibility for the condition of the apartments after closing. Purchaser shall be responsible, at its sole expense, for correction of any and all conditions in and to the Apartment, including but not limited to correction of any improper or illegal alterations which may have been made by the seller and/or seller's predecessor(s). The purchaser acknowledges that they have been advised to have an inspection of the Apartment completed by a licensed engineer/electrician prior to purchase so as to learn of any possible conditions in and to the Apartment for which they may be responsible.

Applicant Signature

Date

Co-Applicant

Date

CREDIT CHECK AUTHORIZATION

NAME: _____

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____

HOME ADDRESS:
(LAST SEVEN YEARS): _____

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

Signature

Dated

Release of Information Authorization

Authorization to obtain Criminal, Credit/Litigation Report

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

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

Print Name: _____

Date of Birth: _____

Signature: _____

Social Security #: _____

Print Name: _____

Date of Birth: _____

Signature: _____

Social Security #: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Emergency Contact Form

Shareholder Name(s): _____

Apt. Number: _____

Email: _____

Home # _____

Cell # _____

Emergency Contact

Name: _____

Relationship: _____

Home # _____

Email: _____

Address: _____

Cell # _____

THE REAL ESTATE BOARD OF NEW YORK, INC.

SPRINKLER DISCLOSURE LEASE RIDER

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

Name of tenant(s): _____

Lease Premises Address: _____

Apartment Number: _____ (the "Leased Premises")

Date of Lease: _____

CHECK ONE:

1. There is NO Maintained and Operative Sprinkler System in the Leased Premises.
2. There is a Maintained and Operative Sprinkler System in the Leased Premises.
 - A. The last date on which the Sprinkler System was maintained and inspected was on _____.

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

Acknowledgment & Signatures:

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

Purchaser: Name: _____

Signature: _____

Date _____

Owner: Name _____

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) 566-808

Management

Coop/Condo Sale

Cost Consulting

Effective Trash Management
Flood and Roach Prevention

I/We agree to follow the following general guidelines regarding trash management and flood and roach prevention in apartment No: _____

1. **PREVENT DRAIN-PIPE CLOGS:** I/We agree to throw solid trash in trash cans and not allow solid waste matter into kitchen sink pipes or bathroom drainpipes. This includes prevention of hair-clogs in shower drains.

2. **PREVENT FLOOD RISK & EXPENSES:** I/We understand that solid trash matter can clog pipes causing unnecessary plumbing issues such as flooding and drain blocks, and related plumbing expenses could increase my monthly maintenance.

3. **PREVENT ROACH TERMINATION EXPENSES:** I/We also understand that left-over food particles, food waste left on open surfaces in the kitchen can increase roaches in apartments and could increase monthly expenses resulting from extermination.

I/We agree to try our best to manage the solid waste matter in our apartment to prevent the hazards mentioned above.

I understand the risks and costs associated with drain clogs and roaches. I understand that I will be charged in the future for drain clog removals, and I agree to pay \$50 for each such event. I agree to pay the cost for Roach extermination services if due to me.

I understand that there is the potential for water damage to other apartments and common areas. I agreed to pay for those repairs.

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

SUBLET POLICY

Park Lane North Owners Inc.
118-17 Union Turnpike
Forest Hills, NY 11375

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

1. The Sublet Policy requires that a Shareholder must reside in their apartment for THREE (3) years before any proposed sublet will be considered by the Board of Directors.
2. All subleases may only be for a one (1) year period. Any subsequent sublease year(s) whether a renewal of a current subtenant or a new subtenant is subject to the review and approval of The Board of Directors. If approval is not granted to a current subtenant, the said subtenant will vacate the apartment within thirty (30) days. No move-in of a new tenant can occur until Board approval is granted.
3. All subtenants are subject to the application procedures of the Cooperative. The Shareholder must contact the management office to obtain the sublease application for the proposed subtenant.
4. A Shareholder must be current in its obligation to the Cooperative (including payments of any and all amounts due on their account, including maintenance, assessments, and other charges) in order for a sublet to be considered. If a Shareholder is delinquent in their obligations, no sublease will be considered until a Shareholder is in good standing.
5. No subtenant may have a roommate move into the apartment unless previously approved by the Board.
6. No subtenant may maintain any pets in the apartment.
7. The shareholder agrees that if the Subtenant requires a parking spot at the premises, the monthly parking charges will be billed directly to the Shareholder's account. This charge will be an additional \$25.00 to the current fee. The Shareholder is responsible for payment of all parking fees incurred.

I further understand that any violation of this or any other aspect of the Sublet Policy will result in the immediate termination of the Sublease and the eviction of the Subtenant. The Shareholder is subject to illegal sublet fines, legal action, and any other corresponding fees resulting therefrom, and the possible termination of the Proprietary Lease.

This policy is subject to change at any time.

AGREED TO:

Shareholder or Potential Purchaser

Prospective Subtenant

Date

Date

ANNUAL NOTICE REGARDING INSTALLATION OF STOVE KNOB COVERS

Parle Lane North Owners, Inc. is required, by Administrative Code §27-2046.4(a), to provide stove knob covers for each knob located on the front of each gas: powered stove to TENANTS and/or SUBTENANTS in each dwelling unit in which a child under six years of age resides, unless there is no available stove knob cover that is compatible with the knobs on the stove. The Board of Directors has decided to make these stove knob covers available to all shareholders and residents of the building. You may refuse stove knob covers by marking the appropriate box on this form. You may also request stove knob covers even if they do not have a child under age six residing with them, by marking the appropriate box on this form. The stove knob covers will be available within 30 days of this notice. Please also note that the Board Of Directors is only required to provide replacement stove knob covers twice within anyone-year period. You may request or refuse stove knob covers by checking the appropriate box on the form below, and by returning it to Management at the address provided: If you do not refuse stove knob covers in writing; Management will attempt to make them available to you.

Please complete this form by checking the appropriate box, filling out the information requested, and signing. Please return the form to that:: Doorman by April 30, 2019.

Yes, I want stove knob covers or replacement stove knob covers for my stove, and I have a child under age six residing in my apartment.

Yes, I want stove knob covers or replacement stove knob covers for my stove, even though I do not have a child under age six residing in my apartment.

No, I DO NOT want stove knob covers for my stove, even though I have a child under age six residing in my apartment.

No, I DO NOT want stove knob covers for my stove. There is no child under age six residing in my apartment.

_____(Tenant Signature) _____(DATE)

Print Name, Address, and, Apartment Number:

Return this form to:

Doorman

PARK LANE NORTH OWNERS, INC.

HOUSE RULES

REVISED October 14, 2025

- 1) The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building, and the fire towers shall not be obstructed in any way. Exit stair doors are required to remain closed and shall not be propped open.
- 2) Children shall not play in the public halls, courts, stairways, fire towers, or elevators, and shall not be permitted on the roof deck, street level garden, or Fitness/Media room unless accompanied by a responsible adult.
- 3) No public hall or exterior apartment door of the building shall be decorated or furnished by any Lessee in any manner without the prior consent of the Board of Directors shall decide. Nothing shall be attached, hung, or suspended on the exterior of your apartment, including windows and doors, except appropriate and tasteful holiday decorations on a temporary basis during the holiday season. All decorative items must be removed within 14 days after the appropriate holiday has ended. Welcome mats placed outside the apartment door are not permitted.
- 4) 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 radio, television, or sound system in such Lessee's apartment between the hours of eleven o'clock p.m. and the following eight o'clock a.m. if the same shall disturb or annoy other occupants of the building. No construction or repair work or other installation involving noise shall be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:30 a.m. and 4:00 p.m.
- 5) No article shall be placed in the halls or on the staircase landings or fire towers, nor shall anything be hung or shaken from the doors, windows, terraces, or balconies or placed upon the window sills of the building.
- 6) No awnings, window air-conditioning units or ventilators shall be used in or about the building except such as approved by the Lessor or the managing agent in writing, nor shall anything be projected out of any window of the building without similar approval.
- 7) No sign, notice, advertisement, or illumination shall be inscribed or exposed on or at any window or other part of the building, except such as shall have been approved in writing by the Lessor or the managing agent.
- 8) All window coverings must be in good condition and appear orderly when seen from the exterior of the building.
- 9) No tricycles, bicycles, scooters, baby carriages, or similar vehicles shall be allowed to stand in the public halls, passageways, or courts of the building. Tricycles, bicycles, scooters, skateboards, roller blades, or similar shall not be ridden in hallways or any common areas of the building.
- 10) Messengers, food delivery and other delivery services, and tradespeople accessing the building must enter through the lobby, sign in with the doorman on duty, and be announced to the receiving resident.
- 11) All large/freight deliveries, excluding food and small packages delivered via USPS and other overnight delivery services, shall be delivered only through the service entrance of the building

- 12) Trunks and heavy baggage shall be taken in or out of the building via luggage carts provided by the building. Please contact the doorman on duty.
- 13) Garbage and refuse from apartments shall be disposed of in the manner prescribed and posted in the compactor rooms on each floor. Large empty boxes shall be disposed of in the basement.
- 14) Toilets and other water apparatus in the building shall not be used for any purpose other than those for which they were constructed, nor shall anything other than toilet paper be disposed of in toilets or down any drains. In the event of damage resulting from residents' misuse of the toilets or other water apparatus, the cost of repairs shall be billed back to the shareholder as additional maintenance.
- 15) No Lessee shall send any employee of the lessor out of the building on any private business of a Lessee.
- 16) Pets are prohibited except as required by the U.S. Fair Housing Act, the New York State Executive Law, and the New York City Administrative Code pursuant to the Cooperative's Reasonable Accommodation Policy, which is available from Management upon request. All animals permitted to reside at the Cooperative pursuant to the Reasonable Accommodation Policy must comply with the following:
 - a) Pets are to be kept inside the shareholder's apartment. Any pet going in and out of the apartment must be on a leash no longer than six (6) feet and under the shareholder's control. No pets are permitted in the common areas of the cooperative, except to pass through hallways.
 - b) Shareholders and their pets must enter and exit only through the garage and basement of the building. In the event that a shareholder with a pet is waiting for an elevator and the elevator arrives with a person or persons already in the elevator, the shareholder with a pet shall ask if anyone minds the pet entering the elevator. If so, the shareholder with the pet shall wait for the next elevator.
 - c) Shareholders are responsible for keeping all areas where pets are housed clean, safe, and free of parasites, including, but not limited to, fleas. Dog owners must immediately pick up and dispose of, in a sanitary manner, all dog waste in the common areas of the property and on the street or grounds in compliance with the rules herein and with the laws, ordinances, rules, and regulations of the City of New York. Cat owners must place soiled cat litter in tied plastic bags and dispose of the bags in the designated garbage pails in the Basement. Cat litter must NEVER be disposed of or placed in the compactor or chute.
 - d) Any resident found to harbor a pet without having been approved to have the same will be subject to an administrative fee, termination of privileges, and commencement of legal action as directed by the Board of Directors.
- 17) No pigeons or other birds or animals shall be fed from the window sills, terraces, balconies, or in the yard, court spaces, or public portions of the building, or on the sidewalks or street adjacent to the building.
- 18) No radio, television, DTV antenna, or satellite dish shall be attached to or hung from the exterior of the building without the prior written approval of the lessor or the managing agent. Approval, if granted, may be withdrawn at any time at the discretion of the Board.
- 19) No vehicle belonging to a Lessee or to a member of the family, guest, subtenant, or employee of a Lessee shall be parked in such manner as to impede or prevent ready access to any entrance of the building by another vehicle. The driveway at the front of the building is considered for the short-term convenience of the

shareholders and building service vehicles. Any vehicle parked for more than 1 hour may be issued a \$100 administrative fee.

- 20) 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.
- 21) The Lessee shall use the available Fitness/Media Room, roof deck, and street level garden on such days and at such hours as may be designated by the Lessor or the managing agent for such use and shall abide by the rules previously distributed for use of the same. The roof deck may be closed at any time for safety or any other reason as determined by the Board of Directors.
- 22) The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.
- 23) At least 80% of the floors of each apartment shall be covered with rugs or other equally effective noise reducing material, which shall be approved by the Board of Directors and/or its agents in their discretion, except for kitchens, pantries, bathrooms, closets and foyers.
- 24) 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 written consent of the Lessor or its managing agent.
- 25) The Lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the Lessee during 10 days after notice in writing from the Lessor or the managing agent to clean the windows, such cleaning may be done by the Lessor, which shall have the right by its officers or authorized agents, to enter the apartment for the purpose and to charge the cost of such cleaning to the Lessee.
- 26) The passenger elevators are automatically intended for operation by a passenger, unless operated by employees for debris removal, or move-ins or move-outs, and there shall be no interference whatsoever with the same by Lessees or members of their families or their guests, employees, or subtenants.
- 27) Complaints regarding the service of the building shall be made in writing to the managing agent of the Lessor and can also be emailed to the board of directors at board@parklanenorth.com.
- 28) Any consent or approval given under these House Rules by the Lessor can be revocable or amended at any time.
- 29) The Lessee will abide by all the arrangements made by the Lessor with respect to garage operation and the driveways thereto.
- 30) The following rules shall be observed with respect to refuse disposal:
 - a) All wet debris is to be securely wrapped or bagged in a small package and brought to the basement.
 - b) Debris should be completely drip-free before it leaves the apartment and carried to the compactor room in a careful manner and in a drip-proof container; then-placed into the flue hopper so it will drop into the flue for disposal.
 - c) Bottles, plastic containers, and other such refuse shall be disposed of in the manner prescribed by notice in the compactor rooms and in accordance with NYC recycling regulations.
 - d) Cartons, boxes, crates, sticks of wood, or other solid matter shall not be stuffed into hopper openings. Small items of this nature may be left in either bucket in the compactor rooms in the manner posted in

said rooms and in compliance with NYC recycling regulations. Bulky items should be brought to the basement.

- e) 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, or noxious substances or lighted cigarettes or cigar stubs be thrown into the flue hopper.
- f) 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 placed through the hopper door panel into the flue.
- g) The superintendent shall be notified of any drippings or moist refuse appearing on the incinerator closet floor and corridors.

31) 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 wall flashing, with a floor of drainage tiles and suitable weep holes at the sides to draw off water. It shall be the responsibility of the lessee to maintain the containers in good condition, and the drainage tiles and weep holes in operating condition. On private roof terraces, the shareholder shall be responsible for maintaining proper safety guardrails and immediately notify the Building Manager in case repairs are determined to be needed. Lessees with balconies are responsible for all repairs to balcony windows and structures. The Lessor is responsible for balcony door repairs and the maintenance of the balcony railings and original structure.

32) 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.

33) Loitering or soliciting is not allowed anywhere in or adjacent to the building and should be immediately reported to the doormen in order to apprehend a possible intruder. Door-to-door or under-the-door solicitation by outsiders, Shareholders, or their guests is not permitted. This includes, but is not limited to, individuals involved in political campaigns, fundraising, or the sale of products or services.

- 34) Smoking, including the use of vape pens, is not permitted in the public areas of the building or within 25 feet of the building pursuant to the Cooperative's smoking policy.
- 35) By law, all apartments must have a working smoke/carbon monoxide detector. Shareholders shall be responsible for replacing the batteries within their apartment every six months when the time changes.
- 36) No clothes washer and/or dryer is/are permitted in an apartment without the prior approval of the Board. The Board reserves the right to require the removal of any existing machines at its discretion.
- 37) Maintenance payments received after the tenth of the month will incur an administrative fee of not less than \$25.00 per month.
- 38) All Lessees shall provide a duplicate key to his or her apartment to the superintendent, a receipt for which will be delivered to the Lessee. Should any Lessee fail to deliver a key to the superintendent, and the superintendent is unable to access his or her apartment in the event of an emergency, Lessee shall be responsible for any and all costs and fees incurred as a result of such failure to provide access, which shall be billed to Lessee as additional maintenance. Mail is delivered to the building by USPS and placed in mailboxes behind the main lobby. Packages will be accepted by staff and kept in a package closet for pickup, which must be done within 3 days, especially during the Christmas holiday season. The doorman will not be responsible for certified or registered mail, UPS, FedEx, or other couriers, messenger deliveries, jewelry, furs, or other valuables. Such accommodation is at the sole risk of the Shareholder. The Corporation and/or its employees are not responsible for mail, packages, or other objects entrusted to the doormen by Shareholders, postal workers, UPS, or any other entity.
- 39) All requests for repairs within the apartments must be made through the PLN Online Service Repair Form, or if any lessee does not have internet access, such a request must be delivered in writing to the Doorman, who will input the repair request into the PLN Online Service Repair Form. Only those repairs that are the responsibility of the Lessor pursuant to the terms of the proprietary lease shall be completed without charge to the Lessee. If the repair is the responsibility of the Lessee, the cost of parts and labor for repairs performed by staff members or outside contractors hired by the Corporation shall be borne by the Lessee and shall be billed back accordingly on the Shareholder's monthly maintenance bill. All built-ins are considered personal property. If repairs are to be performed on air conditioning units or inside walls blocked by built-ins, the Shareholder shall be responsible for any expenses incurred in accessing these units. Shareholders whose apartments have balconies, terraces, or gardens are responsible for the upkeep and maintenance of those areas.
- a) For plumbing repairs, the Lessor is responsible for replacing faulty original piping and/or apparatus (like a shower body) that exists behind a wall, provided no prior repair or renovation work was done or commissioned by the Lessee in the surrounding area that could possibly expose the original piping and/or apparatus to harm. Lessees are strongly encouraged to replace original piping and apparatus upon commissioning a renovation project. The Lessor is not responsible for replacing original piping and/or apparatus if a nearby wall is opened by a contractor commissioned by the Lessee. The Lessor is responsible for replacing only original piping and/or apparatus mentioned above. Once replaced, future repairs to the area will be the responsibility of the Lessee.
 - b) For electrical repairs, the Lessor is responsible for ensuring the proper amperage is delivered from the main riser to the Lessee's fuse box. Current delivery to electrical boxes within the apartment unit is the responsibility of the Lessee.

- 40) All residences in the building are heated and cooled by HVAC thru the wall units which are electrically operated. Should any unit fail to perform, it may be replaced by the Lessee and the Lessee shall be reimbursed for 50% of the cost of replacement upon delivery of a copy of a paid receipt to the Cooperative's managing agent provided a copy of the sales receipt for said unit is provided to the managing agent. The replacement unit must be purchased from a retailer from which Park Lane North has entered into a purchasing agreement.
- 41) Cooperative staff are not permitted to perform work for Lessees during their working hours at the building. In the event that a Lessee hires a Cooperative employee to perform work in the Corporation, the Corporation is not responsible for the quality of the work or any damage that might be caused by staff members when hired privately during their off-hours. Outside contractor rules apply.

- 42) Written approval from the Managing Agent is required before any alterations may be made to the apartment. Any Lessee renovating their apartment must obtain an Alteration Agreement or Light Work Agreement from the managing agent, which details the obligations of the Shareholder. The appropriate fees must be paid before approval is granted for the commencement of work.
- 43) All contractors and workers must receive prior permission from the Managing Agent to enter the building to perform work. All contractors and their workers must carry adequate insurance policies as delineated in the Alteration Agreement or Light Work Agreement. Construction installation, repair work, and painting are allowed during weekdays from 8:30 A.M. to 4:00 P.M., except on holidays.
- 44) All closings are handled by William A. Slutsky P.C., and they can be reached at (718) 263-9292.
- 45) Kaled Management Corp. currently handles sublets, and they can be reached at (516) 876-4800.
- 46) Only one move-in or move-out may be scheduled on any given day. Arrangements for moving in and out must be coordinated with the superintendent at least three days in advance. Moving companies must be properly insured and provide evidence of properly endorsed policies naming the Corporation and the Managing Agent as additional insureds with primary coverage. A security deposit and all move-in/move-out fees must be paid in advance of scheduling. During the move, floors and hallways must be protected by Masonite or similar boards provided by the moving company. These boards are also available from the superintendent. All moves in or out of the building must be made between 9:00 A.M. and 4:00 P.M. Monday through Wednesday and 9:00 A.M. and 8:00 P.M. on Thursday. No moves are permitted on Fridays, weekends, or holidays. All refuse generated as a result of a move must be disposed of properly by movers and Shareholders. Packing cases and cartons are to be left in the basement or an area designated by the superintendent.
- 47) All Lessees shall ensure that their residences are maintained in a clean and orderly manner and that no accumulation of items which may constitute a fire or other hazard occurs. Lessees shall not store any items within their apartment that will cause offensive odors to emanate therefrom or infestation of any kind.
- 48) Doormen are available 24/7 and may be reached at (718) 263-4832.
- 49) Lessees are required to carry homeowner's insurance with Park Lane North Owners, Inc. and Kaled Management Corp. listed as a certificate holder to the policy. Information regarding what is required can be obtained directly from Kaled Management Corp. by contacting them at (516) 876-4800.
- 50) No charcoal, propane, gas, or electric BBQ grills are permitted to be used on any terrace. Two BBQ grills are provided for resident use in the street-level garden.
- 51) Heating a residence using a cooking stove is strictly prohibited.
- 52) Lessees shall not use their apartments as a home office to conduct business and receive clients.
- 53) Prohibition of Short-Term Rentals, Subletting, and Transient Occupancy
 - a) **General Prohibition:** The use of any apartment for commercial or transient purposes, including but not limited to **short-term rentals, Airbnb, VRBO, or similar platforms, is strictly prohibited.**
 - b) **Definition of Short-Term Rental/Transient Occupancy:** A "short-term rental" or "transient occupancy" is defined as any occupancy, sublease, or license to occupy a unit or any portion thereof for a period of less than **thirty (30) consecutive days**, regardless of whether the Shareholder receives

compensation. This definition is intended to align with applicable New York City laws and the Cooperative's proprietary lease requirements.

- c) **Occupancy Requirements:** Each apartment must be occupied by the Shareholder and/or individuals expressly approved by the Board in writing, in accordance with the terms of the Proprietary Lease. **No apartment shall be used as a hotel, transient lodging, or short-term accommodation.**
- d) **Enforcement and Penalties:**
- Any Shareholder found to be offering, advertising, or completing a short-term rental shall be considered in material breach of the House Rules and the Proprietary Lease.
 - The Shareholder will be subject to immediate penalties, including, but not limited to, a **substantial fine** as determined by the Board for each occurrence.
 - The Board reserves the right to seek injunctive relief, legal fees, and/or commence proceedings to terminate the Shareholder's Proprietary Lease for repeated or willful violations.
- e) Shareholders are responsible for the compliance of all occupants and guests of their unit. Shareholder access to electronic building entry systems may be suspended if a unit is found to be used for unauthorized short-term rental purposes.

54) E-Bike and Battery-Powered Device Safety and Storage:

- a) To mitigate the significant fire hazard posed by the lithium-ion batteries in these devices, the following rule is in effect: Electric bicycles (e-bikes) and e-scooters are not permitted inside the Co-op building for any reason, including storage or charging within individual units or common areas.
- b) Enforcement: Any resident found to be in violation of this rule will be subject to a fine to be determined by the Board, and the resident will be required to immediately remove the prohibited device from the premises. Repeated violations may result in further action by the Board.

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

PLEASE SIGN, DATE, NOTARIZE AND RETURN WITH YOUR APPLICATIION.

I have read and accept the House Rules.

Shareholder

Tenant

State of)
County of)
Sworn to before me this day of

_____ 20__.

Notary Public

Initials ___ _____

PARK LANE NORTH OWNERS, INC. SMOKING POLICY

I. INTRODUCTION

The Board of Directors and Management of PARK LANE NORTH OWNERS, INC. want to encourage shareholders to value and enjoy their apartments as they would their own homes. We believe that shareholders should be given every opportunity to pursue their interests, consistent with the rights and well-being of their fellow shareholders and the Cooperative. By fostering an attitude of mutual respect and cooperation, our common interest in a safe, pleasant, and well-maintained building, while still maintaining and advancing property values, is best achieved.

In keeping with this philosophy, and after carefully considering all the interests involved, we have decided to adopt a Smoking Policy. In reaching this decision, we have taken into account the right of each individual unit owner to reside in a healthy, smoke-free environment. We have also considered the fact that there are people who wish to smoke. The Smoking Policy is designed to protect both smokers and non-smokers and to ensure that the Cooperative and its residents comply with Federal, State, and local laws, regulations, and ordinances, as well as with the terms of the Proprietary Lease. The policy applies to all shareholders, residents, occupants, and guests of Park Lane North Owners, Inc. and will be strictly enforced. We strongly encourage those who smoke to take steps to prevent the emission of secondhand smoke into the common areas of the building and/or into neighboring apartments. All shareholders will receive a copy of the Policy and it will be provided to new shareholders at closing. For failure to adhere to the terms of this Policy, the Cooperative may initiate proceedings to terminate the Proprietary Lease of the shareholder with subsequent eviction from the premises.

IT. DEFINITIONS

(A) "Smoking" means inhaling, exhaling, burning, holding or c8:ffYing any lighted cigarette, cigar, cigarillo, pipe or other lighted smoking device for burning tobacco or any other plant product in any manner or in any form. Smoking also includes use of electronic cigarettes (electronic tobacco delivery systems) and hookahs. •

(B) "Electronic cigarette" means any electronic device that provides a vapor of liquid nicotine and/or other substances to the user as he/she simulates smoking. The term shall include such vices whether they are manufactured or referred to as e-cigarettes, e-cigars, e-pipes or under any product name.

(C) "Hookah" means glass or metal waterpipes shaped somewhat like a bottle with long, flexible hoses with tips that people put into their mouths to inhale tobacco smoke.

(D) "Plant Product" includes medical marijuana. Smoking marijuana by registered medical marijuana users is prohibited by the provisions of this Rule.

(E) "Common Areas" includes any and all lobbies, all outdoor areas, including the entrance in front of the building, common courtyards, rooftops, balconies, terraces, laundry rooms, and any area which is available for use by more than one person.

iii. POLICY PROVISIONS

(A) COMMON AREAS

(1) Smoking and the emission of secondhand smoke is prohibited in all Common Areas at Park Lane North Owners, Inc.

(2) No shareholder or resident shall smoke, permit smoking in or allow smoke to emanate into the common areas by any shareholder, occupant, agent, tenant, contract worker, household worker, guest, friend or family member.

(3) Smoking in violation of this Policy shall constitute objectionable conduct and shall be a breach of the terms of the Proprietary Lease and the Shareholder shall be liable for all sums expended by the Cooperative in the enforcement of this Policy.

(4) The Board of Directors of Park Lane North Owners, Inc. shall have the authority to enact rules and regulations it deems necessary to enforce this Policy, which may include fines that are imposed after a notice to the offending party.

(B) INDIVIDUAL UNITS

(1) Smoking is permitted in individual units at Park Lane North Owners, Inc. provided that such smoking does not interfere with the rights and comforts of other shareholders and residents.

(2) The emission of secondhand smoke into another apartment by a Shareholder shall constitute objectionable conduct and shall be a breach of the terms of the Proprietary Lease and the Shareholder shall be liable for all sums expended by the Cooperative in the enforcement of this Policy.

(3) The Board of Directors of Park Lane North Owners, Inc. shall have the authority to enact rules and regulations it deems necessary to enforce this Policy, which may include fines that are imposed after a notice to the offending party.

IV. ENFORCEMENT/REMEDATION

(A) Any shareholder, resident, or occupant that desires to report the emission of secondhand smoke into the common areas of the building (including, but not limited to, hallways, elevators, and lobbies) or into his/her/their own apartment shall submit such report to a member of the Cooperative building staff, in writing, detailing the date and time of the emission

along with a description of same and the source of such emission, if known.

(B) Upon receipt of a report of secondhand smoke emanating into the common areas or into another apartment, the Managing Agent and/or Cooperative building staff shall use its best efforts to determine the source of the emission, if unknown.

(C) Upon confirmation of the source of the emission, the shareholder, resident, or occupant of the apartment from which the secondhand smoke is emanating (hereinafter "the Shareholder") shall submit to an inspection within ten (10) days of notification thereof from Management. At the inspection, Management and/or a qualified professional shall determine whether the condition is present and pervasive and shall develop remediation protocols, as necessary.

(D) The Shareholder shall implement_ any and all remediation protocols as directed by the Board of Directors and/or Managing Agent. Should the Shareholder fail or refuse to implement such protocols, the Board of Directors may perform the work necessary to implement the remediation protocols, the cost of which shall be due and payable by the Shareholder as additional maintenance.

(E) In the event that the Shareholder fails or refuses to implement the remediation protocols or refuses to provide access to the Cooperative and its agents for the implementation of same, the Board of Directors may take steps to terminate the Shareholder's proprietary lease and evict him/her/them from the Premises.

Date: _____

Name: _____

Signature: _____

PARK LANE NORTH OWNERS, INC.

ESA DOG POLICY

Park Lane North Owners, Inc. ("Building") is a no pet building. Except pursuant to law, no resident may have a pet reside in their Unit. However, New York City Human Rights Law recognizes Emotional Support Dogs and The Americans with Disabilities Act recognizes Service Dogs as an aid to people with disabilities. Therefore, residents of the building with disabilities may keep Service Dogs and Emotional Support Dogs (together referred to herein as "Dogs") in their Units subject to strict adherence to this policy.

These main principles of this Dog Policy ("Policy") are as follows:

- the safety of residents,
- the minimization of noise and disturbances, and
- the proper hygiene of the dog.

A. General

- Keeping any specific service dog or emotional support dog is a privilege, not a right of occupancy or a right recognized by law. Ownership of any specific service dog or emotional support dog is subject to the overall comfort and safety of Park Lane North residents. No dog must interfere with the use and enjoyment of the building by other residents. So, while disabled residents may generally have a service dog or emotional support dog, each specific Dog is treated as an individual case and the specific dog must behave within the parameters of this policy.
- Disabled residents must complete the Application for Permission to Maintain a Service Dog or Emotional Support Dog in Apartment ("Application") and obtain approval by the Co-Op Board before keeping a Dog. The Application must include:
 - 1) A current New York City dog license.
 - 2) Proof of Inoculation against rabies.
 - 3) Proof of Inoculation against distemper.
 - 4) Proof of Inoculation against parvovirus.
 - 5) Proof that the animal has been neutered/spayed.
 - 6) Proof of behavior training; and
 - 7) A picture of the dog.
 - 8) Proof of Disability of the Resident
 - 9) Proof of the dog's status and training as a service dog or emotional support
- Dogs must be identified and registered with the building.
- A fee will not be charged for service dogs and emotional support dogs; however, an application including all required documentation must be submitted.

- Dog owners are responsible for all care and expenses for their dogs.
- In addition to this Policy, dog owners shall comply with all state and local pet laws.
- This Policy, as amended from time to time, shall be included in all sales and sublet packages.

B. Type of Dogs Allowed, and Number

- A maximum of one dog is permissible per unit.
- For extenuating circumstances, the Board may grant an exception to the above prohibited breeds.

C. Health of Dog

- Prior to keeping a Dog in a unit, Dog owners must provide proof that their Dog has been sterilized (spayed or neutered) if they are over six months of age. As indicated above, a copy of the animal's current rabies vaccination certificate will also be required.
- Dog owners must update their dog's rabies vaccinations annually and provide copies to Park Lane North Owners, Inc. If annual rabies vaccination is not recommended by their veterinarian, the dog owner must provide a written statement to this effect.
- Dog owners are always responsible for the humane care and treatment of their dogs.

D. Control of Dog

- When in any public (common) areas of the building, dogs must be carried or leashed, and under a caregiver's control. Caregivers must always affix required identification and license tags to the dog's collar when in public.
- Dog owners/caregivers are prohibited from asking the doormen or any other building staff to help with their dogs. This includes, but is not limited to, carrying dog carriages upstairs, watching dogs in the lobby while the owner/caregiver goes somewhere, or anything that distracts building staff from their primary mission of safety and service to the residents.
- Dogs are not allowed in indoor common areas, or the outdoor common spaces, except when in transit to the nearest street exit or in transit to another residence in the building. An exception to this rule is made for service dogs.
- Dogs must not urinate, defecate, or cause other messes on the building premises, including, but not limited to, hallways, elevators, the roof, walkways, outdoor common areas, the garage, or at the entrance of the building. If this occurs, caregivers must immediately clean up after their dog.

- Dogs, and their areas in their respective apartments, must be kept clean to minimize odors, insect infestation, or sanitation concerns. The Board and representatives of the Board have the right to inspect apartments to ensure compliance with this provision.
- Dog waste must be double bagged, securely tied, and placed on the floor of the compactor room of the dog owner's floor or brought to the basement floor receptacles for disposal. Dog waste must not be discarded down the garbage chute of a compactor room.
- Dogs must not be a nuisance. A dog will be deemed a nuisance if, among other things, it is a source of complaints from other residents, bites or physically harms someone on the building premises, or makes excessive noise (e.g., incessant barking).
- A dog owner must control his/her dog to prevent any unnecessary noise that disturbs other residents.
- A dog owner must control his/her dog to prevent any physical harm to any person or any domestic animal in the building.
- Dog breeding is prohibited within the building.

E. Dogs in Elevators

- In the elevators, dogs must be accompanied by a caregiver, and leashed or carried.
- Dogs are not permitted in occupied elevators unless permitted by elevator occupant(s).
- No more than one dog is permitted in an elevator at a time.

F. Guest Dogs

- No dog of a guest is allowed.

G. Dog Walker Restrictions

- Dog walkers with appropriate permission may enter the building to obtain a Owner's dog for walking. However, the dog walker may not enter the building with other dogs when picking up or dropping off a Shareholder's dog.

H. Dog-related Damages

- At Park Lane North's request, a dog owner must pay for any costs assessed against them because of cleaning, pest treatment, and damage to the property of Park Lane North caused by his/her dog. Otherwise, Park Lane North can perform necessary cleaning, pest treatment, and repairs, and charge the Owner(s), who own(s) the dog.

- A dog owner must pay for any costs assessed against them because of personal injury or disturbances caused by his/her dog, including, but not limited to, medical expenses due to dog biting and any legal fees.

I. Insurance

- A dog owner must carry liability insurance in case their dog attacks someone.

J. Prohibition Against Replacement Dogs

- Approval of a particular dog is not an automatic approval of all subsequent dogs. An Owner, who wishes to keep a dog as a successor to a previously Board-approved deceased dog, must apply and obtain another approval from the Co-Op Board to maintain the replacement dog.

K. Violations to this Policy

- Park Lane North Owners, Inc. has the right to conduct inspections as necessary due to complaints regarding any Policy violations.
- In the event of non-compliance with this Policy, the dog owner will be notified in writing, and a fine will be imposed with the following schedule:

Offense	Fine
1st offense	\$500.00
2nd offense	\$1000.00
3rd offense	\$2,000
4th offense and thereafter	\$5,000.00 per occurrence

- The above fines will be added to maintenance charges and will not affect the ability of Park Lane North Owners, Inc. to take legal action to have the specific dog removed. The Co-Op Board can refuse to allow a sale or rental of a unit if any such charges are outstanding and unpaid.
- The Co-Op Board is permitted to revoke the privilege of having any specific dog in the Board's sole discretion if the Dog is a nuisance and behaves in violation of this Policy or its owner is in violation of this Policy.
- The Co-Op Board is aware that businesses, many of them online, sell fake service dog certifications: certificates, licenses, tags, or harnesses that identify service dogs in exchange

for a fee. The submission of any such fake documentation to the Board will be a Violation of this Policy and may give rise to further Board action.

L. Revisions to this Policy

- This Policy is subject to revision by the Co-Op Board.

PLEASE SIGN, DATE, NOTARIZE AND RETURN

I have read and accept the Dog Rules Policy

Owner: _____

Tenant: _____

State of _____)
County of _____)
Sworn to before _____
me this day of _____
_____ 20__.

Notary Public