

Sublet 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

10/1/2025

IMPORTANT INFORMATION REGARDING YOUR SOCIAL SECURITY NUMBER

PROTECTING YOUR PRIVACY

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

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

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

If you have any questions please contact the Management Office.

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

* Submit completed packages to: **Ms. Susan Rubin c/o Kaled Management Corp., 7001 Brush Hollow Road, Ste: 200 Westbury, NY 11590.** Please allow approximately four (4) weeks for the processing of the application and Board review.

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

*Please submit **ONE (1) ORIGINAL & ONE COPY (complete packages)**

- * Remove your social security numbers from all documents except credit check authorization.
- * Remove your birthdate from all documents except on the original credit check
- * Remove all bank and credit card numbers from all documents

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

If instructions or incomplete applications are not followed packages will be returned to subtenant or broker.

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

Park Lane North Owners, Inc.

Sublet of Apartment _____

Enclosed is your application to sublet the above mentioned apartment. The purpose of the application is to permit the Admissions Committee and the Board of Directors to process your request to sublease. Please answer all questions. Do not leave any questions blank or unanswered. If the questions don't apply to your situation write N/A.(not applicable) in the space provided. The committee, board and management company will not process an incomplete application. All applications that don't have all supporting documentation will be considered incomplete and may be rejected by the admissions committee.

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

- *Credit Check Fee **\$200.00 per applicant payable to Kaled Management Corp.(Subtenant) Non refundable**
- * Enclose a check in the amount of **\$600.00 payable to Kaled Management Corp.** Administration fee.
(Subtenant) Non refundable
- *Administration fee of \$450.00 payable to Park Lane North, Owners Inc. **(Subtenant) Non Refundable**
- *Refundable Move-in fee in the amount of **\$500.00 payable to Park Lane North Owners, Inc.** This Fee must accompany application, payable to Park Lane North Owners, Inc. Refundable on completion of move in an inspection of the common area. **(subtenant)**
- * Refundable Move-out fee in the amount of **\$500.00 payable to Park Lane North Owners, Inc.** This Fee must accompany application, payable to Park Lane North Owners, Inc. Refundable on completion of move in an inspection of the common area. **(Shareholder)**

Shareholder to pay sublet fee thirty (30) % of the monthly maintenance which will be billed on you monthly maintenance statement.

Shareholder to pay \$200.00 fee to Kaled Management Corp. for lease renewal at the end of lease. Please send renewal lease at sixty (60) days in advance of expiration

SUBLET 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. Sublease Application filled out in its entirety _____
2. Completed financial statement filled out in its entirety _____
3. Letter from current employer verifying salary, position, length of employment and likelihood of continued employment including three (3) recent paystubs. _____
4. Letter from current landlord verifying status of tenancy _____
5. Summary page of all bank statement or financial institutions where funds are held confirming present balance _____
6. First two (2) pages of the last two (2) years of Federal & State Tax returns including W-2 _____
7. Two (2) personal letters of reference per applicant _____
8. Signed copy of sublease signed by shareholder and subtenant.
The sublease should include the following language“ This sublease is subject to Board Approval and subordinate to the terms of the proprietary lease” _____
9. A signed Window Guard Rider, lead paint form, smoke & carbon monoxide, sprinkler, and stove knobs. _____
10. Credit authorizations completed and signed (**only in original package**) _____
11. Signed and notarized acceptance of House Rules & No Pet Affidavit _____
12. Copy of valid ID for all applicants and proof of homeowners and renters' insurance from shareholders and subtenant.
Proof must be submitted at the time of Sublease renewal. application _____

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

13. Business financial statement

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

15. Supplier credit reference

16.. Emergency Contact Form

Pet Policy- No Pets Allowed

- 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

After review by the Admissions Committee, applicant(s) will be contacted to arrange for a personal interview. The interview must be attended by all applicants. Upon the conclusion of the interview, the Committee will submit recommendations to the Board of Directors. The Board will then act upon the application and advise you of its decision. **PLEASE ALLOW FOUR (4) TO SIX (6) WEEKS FOR THE ENTIRE APPLICATION PROCESS.**

Please Note:

The Board of Directors may require further information and may request that the Applicant(s) appear for a personal interview or interviews.

The Shareholder and Applicant are advised that their application is subject to the approval of the Board of Directors, without which the proposed sublease may not be consummated. In this regard, the Shareholder is directed to the By-Laws of **Park Lane North Owners Inc.** and the provisions of the Proprietary Lease.

The Shareholders 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.,** Board of Directors or its agents be responsible for any liabilities or expenses incurred by any Shareholder and/or 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 and 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 responsibilities for expenses or liabilities resulting from any delay in occupancy of apartment.

Please note that ANY AND ALL TERMS AGREED UPON concerning the sublease pertaining to this apartment, including the terms of payment, return of deposit, etc., ARE STRICTLY between the Shareholder(s) and Subtenant(s), and the Cooperative Corporation is not a party to the transaction and

assumes no responsibility whatsoever in connection with any claim that may arise from these transactions.

The Applicant is advised that falsification of any of the foregoing information or omission of material information here from may result, without limitations, in revocation of the Board of Directors approval and termination of the Applicant's Sublease.

The undersigned hereby authorizes the Board of Directors to contact any of the employers, banks, landlords, educational institutions, references, etc., application, including Credit Reporting Agencies. Kaled Management Corp., and the Board of Directors of the **Park Lane North Owners Inc.**, does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, 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 me before this _____
day of _____ 20_____.

Notary Public

Date: _____

SUBLET APPLICATION

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

Shareholders Name(s): _____

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

Billing Address: _____

Broker Involved: _____

Cell Phone _____ **Email** _____

Subtenant'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: _____

Subtenants 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:

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

Names of Adults

Names of Children

Ages of
Children

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)	\$		

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(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

SCHEDULE A - REAL ESTATE OWNED

[illegible]

SCHEDULE B - NOTES PAYABLE

Amount	Due to	In Name of	Maturity Date	Collateral	Monthly Payment

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

[illegible]

SCHEDULE D

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

TABLE OF BANK MONEY MARKET ACCOUNTS		
Name of Bank	Account No.	Balance
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total - Amount must match amount stated under Assets		\$

SCHEDULE F - SECURITIES (STOCKS AND BONDS)

[illegible]

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		\$

Park Lane North Owners, Inc
Pet Policy Acknowledgment Form

Date: _____

It is hereby understood and agreed that when accepted as a subtenant 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

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:_____

S

Emergency Contact Form

Subtenants Name(s): _____

Apt.Number: _____

Email: _____

Home # _____

Cell # _____

Emergency Contact

Name: _____

Relationship: _____

Home # _____

Email: _____

Cell # _____

Address: _____

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.

SubTenant: Name: _____

Signature: _____ Date _____

Owner: Name _____

State of New York)
) SS
County of)

Street Address _____ Unit/Apt. _____
 New York, _____, _____ (the "Premises")
 Borough _____ Block _____ Lot _____

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 Sub - Tenant

Signature of Sub-Tenant

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/Smoke Detector Requirement is for informational purposes.

WINDOW GUARDS REQUIRED
NOTICE TO OWNER

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

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

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

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

CIRCLE 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

Sub Tenant (PRINT)

Sub Tenant (SIGNATURE)

Sub Tenant (PRINT)

Sub Tenant (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

STANDARD FORM OF COOPERATIVE APARTMENT SUBLEASE

THE REAL ESTATE BOARD OF NEW YORK, INC.

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CAS/98

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

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

THIS SUBLEASE is made as of _____ between
month day year

Owner, the Sublessor, _____
whose address is _____, and
You, the Sublessee, _____
whose address is _____.

1. APARTMENT AND USE

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

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

2. LENGTH OF SUBLEASE

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

3. RENT

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

4. COOPERATIVE DOCUMENTS

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

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

5. SECURITY DEPOSIT

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

If You carry out all of your agreements in this Sublease and if You move out of the Apartment and return it to Owner in the same condition it was in when You first occupied it, except for ordinary wear and tear or damage caused by fire or other casualty through no fault of your own, Owner will return to You the full amount of your security deposit within 60 days after this Sublease ends. However, if You do

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

7. CAPTIONS

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

8. WARRANTY OF HABITABILITY

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

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

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

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

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

10. CHANGES AND ALTERATIONS TO APARTMENT

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

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

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

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

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

12. OBJECTIONABLE CONDUCT

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

13. SERVICES AND FACILITIES

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

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

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

15. ENTRY TO APARTMENT

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

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

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

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

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

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

16. ASSIGNING; SUBLETTING; ABANDONMENT

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

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

17. DEFAULT

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

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

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

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

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

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

18. REMEDIES OF OWNER AND YOUR LIABILITY

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

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

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

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

(i) the difference between the rent in this Sublease and the amount, if any, of the rents collected in any later sublease of the Apartment for what would have been the remaining period of this Sublease; and

(ii) Owner's expenses for the cost of putting the Apartment in good condition for re-rental; and

*** (iii) Owner's expenses for attorney's fees (*Delete if inapplicable*).

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

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

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

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

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

21. PROPERTY LOSS, DAMAGES OR INCONVENIENCE

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

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

22. FIRE OR CASUALTY

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

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

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

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

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

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

23. PUBLIC TAKING

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

24. SUBORDINATION CERTIFICATE AND ACKNOWLEDGMENTS

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

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

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

27. GIVING UP RIGHT TO TRIAL BY JURY AND COUNTERCLAIM

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

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

28. NO WAIVER OF SUBLEASE PROVISIONS

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

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

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

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

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

29. CONDITION OF THE APARTMENT

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

30. DEFINITIONS

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

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

31. SUCCESSOR INTERESTS

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

32. TERMINATION OF PROPRIETARY LEASE

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

33. INSURANCE

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

34. CONSENT

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

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

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

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

36. BROKER [DELETE EITHER SUBPARAGRAPH A OR B]

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

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

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

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

38. PETS [DELETE EITHER SUBPARAGRAPH A OR B]

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

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

39. KEYS

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

40. WINDOW GUARDS

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

41. OWNER'S DEFAULT TO APARTMENT CORPORATION

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

42. BINDING EFFECT

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

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

WITNESS:

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

GUARANTY

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

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 any one-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 Application

I have read and accept the House Rules.

Shareholder

Tenant

State of _____)

County of _____)

Sworn to before me this day of

_____ 20____.

Notary public

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