

***SALES APPLICATION***  
**Queens Boulevard Tenants Corp.**  
**106-15 Queens Blvd.**  
**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**  
**Email: Susan@Kaled.com**

**Bldg. # 464**

**5//2023**



management corp.

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

WWW.KALED.COM

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

EMAIL: INFO@KALED.COM

## IMPORTANT INFORMATION REGARDING YOUR SOCIAL SECURITY NUMBER

### PROTECTING YOUR PRIVACY

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

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

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

If you have any questions please contact the Management Office.

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

- \* Submit completed packages to: **Ms. Susan Rubin c/o Kaled Management Corp., 7001 Brush Hollow Road, Ste: 200 Westbury, NY 11590**. Please allow three (3) weeks for the processing of the application and Board review.
- \* All prospective Purchasers and everyone living in the apartment are subject to application review and Board interview and approval. Kaled Management Corp. will contact the prospective purchaser for interview upon receipt of an acceptable credit check and application review. Should a prospective purchaser wish to have an interpreter present at board interview, the Board welcomes such additional individual.
- \* Prospective purchasers should be sure to review the Offering Plan and all amendments in addition to those corporate documents while purchasers, in standard contract of sale form, represent they have read.
- \* Please submit One (1) **COLLATED COPY AND ONE (1) ORIGINAL (Totaling Two (2) complete packages)**.
- \* Remove your social security numbers from all documents except credit check authorization.
- \* Only put the credit authorization in the original package
- \* 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 buyer or broker.

**If instructions are not followed packages will be returned to buyer 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.

**APPLICATION PACKAGE CHECKLIST:**

**Please note 75% financing is permitted**

The following items must be included with the application:

1. Purchase Application including financial schedules \_\_\_\_\_
2. Copy of the fully executed Contract of Sale (Blumberg Contract Form Preferred) \_\_\_\_\_
3. Copy of the loan commitment letter if purchaser is obtaining a mortgage  
**Note:** Packages will not be sent to the Board without commitment letter. \_\_\_\_\_
4. Three executed original recognition agreements (Aztech Form only)  
if sale is being financed. \_\_\_\_\_
5. Copy of W-2 forms and federal and state income tax forms (first 2 pages only)  
for prior two (2) years.  
**(Please remove social security # and birthdate)** \_\_\_\_\_
6. Proof of tax paid (canceled check) or tax refund (copy of bank statement  
showing deposit) as indicated on the tax due or refund line of the applicants  
last form 1040 filed. \_\_\_\_\_
7. Letter from landlord or managing agent stating you monthly rent  
or maintenance, length of tenancy & amount of rent paid. (Previous landlord  
if living at current resident less then one year) If applicant is selling  
a residence, please provide copy of pending sale or copy of  
closing statement. \_\_\_\_\_
8. Letter of employment from the Human Resources Manager or  
Personnel Director, stating length of employment, title, & salary.  
(Salary must be disclosed). Two (2) most recent pay stub from latest payroll check.  
If employed less than one year please attach letter from previous employer.  
If applicant is retired, copies of pension or social security award letters.  
If applicant is self-employed, a letter from accountant stating annual  
income and net worth. Please attach latest balance sheet & profit & loss statement. \_\_\_\_\_
9. (2) two letter of personal reference letters. (non-related parties). \_\_\_\_\_
10. Letters from present banks confirming balance in accounts and (3) months  
most recent bank statement (just the balances). \_\_\_\_\_  
**(Just the balance sheet that have name on account and balances Remove account  
numbers)**

11. Credit Check Authorization for each purchaser.  
**Only in the original copy**

\_\_\_\_\_

12. Lead Paint rider, Carbon Monoxide/Smoke Detector rider,  
Sprinkler disclosure lease rider, and Window Guards rider,  
Primary resident sheet, signed and notarized by  
both seller(s) and purchaser(s) where needed

\_\_\_\_\_

13. Signed receipt of the Guidelines for Cooperative Living & House Rules

14. Letter of Affirmation from the attorney for the purchaser stating that he has  
no knowledge that the price reflected in contract is not in fact the true price  
for purchaser.

\_\_\_\_\_

\_\_\_\_\_

15. Purchaser must have evidence of Homeowners insurance at closing

\_\_\_\_\_

**\* The board of directors may require additional information.**

**\* If directions are not followed application will be returned**

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

\* Enclose a check in the amount of \$525.00 payable to Kaled Management Corp., for  
• administration fee. (purchaser)

\* Credit check fee of \$150.00 per person payable to Kaled Management Corp. (purchaser)

\* Recognition agreement fee in the amount of \$200.00 payable to Kaled Management Corp.,  
(purchaser)

\* Move in deposit of \$1000.00 payable to Queens Blvd. Tenants Corp. \$950.00 is  
refundable, if there are no damages during the move in and the house rules were not  
violated. (purchaser)

**Fees to be paid at closing**

\* Transfer Tax Stamp fee of \$.05 per share payable to Kaled Management Corp. (seller).

\* Closing fee \$525.00 payable to Kaled Management Corp. (seller).

\* Move out deposit of \$1000.00 payable to Queens Blvd. Tenants Corp. \$950.00 is  
refundable, if there are no damages during the move out and the house rules were not  
violated.(seller)

\* Flip Tax of \$6.00 per share payable to Queens Blvd. Tenants Corp. (seller).

## Purchase Application

Application is herewith submitted for the purchase of \_\_\_\_\_ shares of common stock of Queens Boulevard Tenants Corp., and for the right of residency in apartment # \_\_\_\_\_.

**Seller's Name(s):** \_\_\_\_\_

**Seller's Attorney's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

1. **Applicant's Name:** \_\_\_\_\_

2. **Social Security (last 4 digits):** \_\_\_\_\_

3. **Home Address:** \_\_\_\_\_

3. **Home Telephone #:** \_\_\_\_\_ **Cell#** \_\_\_\_\_

4. **Email:** \_\_\_\_\_

### 5: Applicant Employee

**Present Employer:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Current salary:** \_\_\_\_\_

**Length of Employment:** \_\_\_\_\_

**Persons to contact for reference:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

6. **Co-Applicant Name:** \_\_\_\_\_

7. **Social Security # (last 4 digits)** \_\_\_\_\_

8. **Co-Applicant Home Address:** \_\_\_\_\_

9. **Co-Applicant Home Telephone Number:** \_\_\_\_\_ **Cell#** \_\_\_\_\_

10. Email: \_\_\_\_\_

11. Co-Applicant Employee:

Present Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Current salary: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Persons to contact for reference: \_\_\_\_\_ Telephone: \_\_\_\_\_

12. Estimated Annual Income from employment(s):

Applicant: \$ \_\_\_\_\_

Co-Applicant: \$ \_\_\_\_\_

From all other sources: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

13. If Self-Employed please indicate the following for reference:

Name of Accountant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Income:

Annual Salary: \_\_\_\_\_

Fees/Commissions: \_\_\_\_\_

Interest: \_\_\_\_\_

Dividends: \_\_\_\_\_

Other: \_\_\_\_\_

14. Does applicant/co-applicant wish to maintain any pets? \_\_\_\_\_

If so, specify the type and number: \_\_\_\_\_

15.. Please list name and relationship of each person who will reside with you in the apartment:

Name	Relationship
_____	_____
_____	_____
_____	_____

16. Will you live in the apartment as your primary residence? \_\_\_\_\_

17. When will you move in: \_\_\_\_\_?

18. Do you intend to use the apartment to any extent for professional or business purposes?

\_\_\_\_\_

If so, state full details: \_\_\_\_\_

19. References:

List two references

1. Name \_\_\_\_\_

Address \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

20. Present Landlord:

Name \_\_\_\_\_

Address \_\_\_\_\_

Dates of Occupancy: From: \_\_\_\_\_ to \_\_\_\_\_

Rent: \_\_\_\_\_



**21. Previous Landlord (if at present residence less than five years):**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Dates of Occupancy: From:** \_\_\_\_\_ **to** \_\_\_\_\_

**Rent:** \_\_\_\_\_

**\*\*Please have landlord reference letter included in package\*\***

**22. If you know any persons presently residing at Queens Boulevard Tenants Corp.?**

**Please list their names:** \_\_\_\_\_

\_\_\_\_\_

**23. Schools and colleges attended by applicant, co-applicant and members of family.**

**\*List class and degree in each case:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**24. Address of all additional residences owned or leased:**

\_\_\_\_\_

\_\_\_\_\_

**25. Applicant's Attorney's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**26. Real Estate Agent's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**27. Financial (Applicant/Co-Applicant)**

**Bank (Personal Account)** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Type of account:** \_\_\_\_\_

**Bank Address:** \_\_\_\_\_

**Type of account:** \_\_\_\_\_

**28. If you intend to finance part of the purchase price with a loan, please state lender, amount of loan and monthly payment.** \_\_\_\_\_

**29. Are you party to any litigation? If so, please state the circumstances.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**30. Have you ever been involved in a non-payment proceeding. If so, state the circumstances.**

\_\_\_\_\_

**31. Are there any tax liens outstanding against you? If so, please state the circumstances.**

\_\_\_\_\_

**32. Are there any other liens outstanding against you? If so, please state the circumstances.**

\_\_\_\_\_

I declare that I have examined this application and to the best of my knowledge, it is true, correct and complete. I acknowledge receipt, read and agree to adhere to the House Rules of Queens Boulevard Tenants Corp.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Co-Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ASSETS AND LIABILITIES STATEMENT

Applicant's Name \_\_\_\_\_  
 Statement of Financial Condition as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

ASSETS		LIABILITIES	
Cash in bank (attach bank statements)		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)		Other Liabilities (itemize)	
Automobile (make and year)			
Loans and Notes Receivable			
Personal Property and Furniture			
Other Assets (itemize)			
TOTAL ASSETS		TOTAL LIABILITIES	
		NET WORTH (excess of assets over liabilities)	
Contingent Liabilities (personal guarantees or potential liabilities)			

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

Date \_\_\_\_\_

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Signature of Applicant

## YEARLY INCOME AND EXPENSE STATEMENT

Applicant's Name \_\_\_\_\_

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

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

Have you ever gone through bankruptcy or other insolvency proceedings? \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

**SCHEDULE A - REAL ESTATE OWNED**

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

**SCHEDULE B - NOTES PAYABLE**

Amount	Due to	In Name of	Maturity Date	Collateral	Monthly Payment

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

Amount	Due to	In Name Of	Maturity Date	Monthly Payment

**SCHEDULE D LOANS**

Amount	Type	Due to	Obligor	Final Maturity/or repayment	Collateral

\*including Letters of Credit and Surety Bonds

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

LIST OF BANKS INCLUDED IN CASH AND MONEY MARKET ACCTS		
Name of Bank	Account No.	Balance
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total - Amount must match amount stated under Assets		\$

## **SCHEDULE F - SECURITIES (STOCKS AND BONDS)**

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

**SCHEDULE G - RETIREMENT FUNDS - IRAs AND 401Ks**

[illegible]

Total - Amount must match amount stated under Securities		\$
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Re: Sale of Apartment # \_\_\_\_\_ Address: \_\_\_\_\_

### CREDIT CHECK AUTHORIZATION

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
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: \_\_\_\_\_

### Applicants' Release

Re: Building Address: \_\_\_\_\_

Apartment # \_\_\_\_\_

The undersigned applicant(s) is (are) submitting an application to purchase/sublease the above referenced apartment.

Applicant has submitted payment for certain fees including but not limited to fees to check applicants' credit and to process this application.

Applicant acknowledges that the application to purchase/sublet the apartment may or may not be approved by the Board of Directors of the Cooperative Corporation owning the building in its sole discretion and that if the application is approved or not approved certain costs and expenses will be incurred and the fees described above will not be refunded to the applicants.

The applicant(s) releases both the cooperative corporation and Kaled Management Corp. the managing agent from any liability for the return of these funds incurred in processing the application, and agrees that in the event the applicant seeks recovery of such fees, the applicants shall be liable for all cost and expenses (including attorney's fees) incurred by the cooperative, transfer agent and/or managing agent.

Applicant \_\_\_\_\_

Applicant \_\_\_\_\_

Date: \_\_\_\_\_



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SUITE 2028  
NEW YORK, NY 10017  
(212) 376-5508

EMAIL: INFO@KALED.COM

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

**COOP ABATEMENT RESIDENT VERIFICATION SURVEY**

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

\_\_\_\_\_

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

Full address with unit number(s) \_\_\_\_\_

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

4. Is your unit sponsor owned? Yes / No

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

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

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

\_\_\_\_\_

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

Please state the reason for this change: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

AFFIDAVIT OF COMPLIANCE WITH  
CARBON MONOXIDE/SMOKE DETECTOR REQUIREMENT  
FOR DWELLINGS

State of New York     )

                              ) SS

County of                     )

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

\_\_\_\_\_ Street Address \_\_\_\_\_ Unit/Apt. \_\_\_\_\_

\_\_\_\_\_ New York, \_\_\_\_\_ (the "Premises")  
Borough                                 Block                                 Lot

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

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

\_\_\_\_\_  
Name of Grantor

\_\_\_\_\_  
Name of Grantee

\_\_\_\_\_  
Signature of Grantor

\_\_\_\_\_  
Signature of Grantee

Sworn to before me  
This \_\_\_\_ date of \_\_\_\_ 20\_\_.

Sworn to before me  
This \_\_\_\_ date of \_\_\_\_ 20\_\_.

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

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

## **WINDOW GUARDS REQUIRED**

### **NOTICE TO OWNER**

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

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

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

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

### **CHECK ONE:**

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

\_\_\_\_\_  
SHAREHOLDER (PRINT)

\_\_\_\_\_  
SHAREHOLDER(SIGNATURE)

\_\_\_\_\_  
SHAREHOLDER (PRINT)

\_\_\_\_\_  
SHAREHOLDER(SIGNATURE)

### **FOR FURTHER INFORMATION CALL:**

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

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

### Lead Warning Statement

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

### Seller's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) ☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) ☐ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

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

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

☐ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

### Purchaser's Acknowledgment (initial)

(c) \_\_\_\_\_ Purchaser has received copies of all information listed above.

(d) \_\_\_\_\_ Purchaser has received the pamphlet *Protect Your Family from Lead in Your Home*.

(e) Purchaser has (check (i) or (ii) below):

(i) ☐ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

(ii) ☐ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

### Agent's Acknowledgment (initial)

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

### Certification of Accuracy

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

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

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

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

Name of buyer(s): \_\_\_\_\_

Lease Premises Address: \_\_\_\_\_

Apartment Number: \_\_\_\_\_

Date of Closing: \_\_\_\_\_

(the "Leased  
Premises")

**CHECK ONE:**

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

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

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

**Acknowledgment & Signatures:**

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

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



# Queens Boulevard Tenants Corp.

106-15 QUEENS BOULEVARD  
FOREST HILLS, NEW YORK 11375

I acknowledge receipt of the Guidelines For Cooperative Living and the House Rules of Queens Boulevard Tenants Corp.:

Print Name(s):

\_\_\_\_\_  
\_\_\_\_\_

Signature(s):

\_\_\_\_\_  
\_\_\_\_\_

Date:

\_\_\_\_\_

Apt: \_\_\_\_\_

Check One: Shareholder \_\_\_\_\_

Tenant \_\_\_\_\_

NOTE:

As of February 16, 1995, this signed document must accompany all apartment purchase and sublet applications.

## HOUSE RULES

- (1) The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building, and the fire towers shall not be obstructed in any way.
- (2) No patient of any doctor who has offices in the building shall be permitted to wait in the lobby.
- (3) Children shall not play in the public halls, courts, stairways, fire towers or elevators and shall not be permitted on the roof unless accompanied by a responsible adult.
- (4) No public hall above the ground floor of the building shall be decorated or furnished by any Lessee in any manner without the prior consent of all the Lessees to whose apartments such hall serves as a means of ingress and egress. In the event of disagreement among such Lessees, the Board of Directors shall decide.
- (5) No Lessee shall make or permit any disturbing noises in the building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Lessees. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a phonograph or a radio or television loud speaker in such Lessee's apartment between the hours of eleven o'clock p.m. and the following eight o'clock a.m. if the same shall disturb or annoy other occupants of the building. 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 5:00 p.m.
- (6) 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.
- (7) No awnings, window air-conditioning units or ventilators shall be used in or about the building except such as shall have been expressly approved by the Lessor or the managing agent, nor shall anything be projected out of any window of the building without similar approval.
- (8) No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building, except such as shall have been approved in writing by the Lessor or the managing agent.
- (9) No velocipedes, bicycles, scooters or similar

vehicles shall be allowed in a passenger elevator and baby carriages and the abovementioned vehicles shall not be allowed to stand in the public halls, passageways, areas or courts of the building.

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

(11) Kitchen supplies, market goods and packages of every kind are to be delivered only at the service entrance of the building and through the service elevator to the apartments when such elevator is in operation.

(12) Trunks and heavy baggage shall be taken in or out of the building through the service entrance.

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

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

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

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

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

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

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- (20) The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.
- (21) Unless expressly authorized by the Board of Directors in each case, the floors of each apartment must be covered with rugs or carpeting or equally effective noise-reducing material to the extent of at least 80% of the floor area of each room excepting only kitchens, pantries, bathrooms, maid's rooms, closets, and foyer.
- (22) No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the Lessor or its managing agent.
- (23) The Lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the Lessee during 10 days after notice in writing from the Lessor or the managing agent to clean the windows, such cleaning may be done by the Lessor, which shall have the right, by its officers or authorized agents, to enter the apartment for the purpose and to charge the cost of such cleaning to the Lessee.
- (24) The passenger and service elevators, unless of automatic type and intended for operation by a passenger, shall be operated only by employees of the Lessor, and there shall be no interference whatever with the same by Lessees or members of their families or their guests, employees or subtenants.
- (25) Complaints regarding the service of the building shall be made in writing to the managing agent of the Lessor.
- (26) Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.
- (27) If there be a garage in the building, the Lessee will abide by all arrangements made by the Lessor with the garage operator with regard to the garage and the driveways thereto.
- (28) The following rules shall be observed with respect:

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

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

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

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

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

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

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

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

wall, plantings may be contained in masonry or hollow tile walls which shall be at least three inches from the parapet and flashing, with the floor of drainage tiles and suitable weep holes at the sides to draw off water. It shall be the responsibility of the Lessee to maintain the containers in good condition, and the drainage tiles and weep holes in operating condition.

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

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

(32) No employee of Lessor may be used by any Lessee for the private business of any Lessee without the prior written consent of the Board of Directors having first been obtained in each instance.

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# Queens Boulevard Tenants Corp.

106-15 Queens Boulevard  
Forest Hills, New York 11375

## OFFICERS:

President  
MARTI DRESSLER

Vice President  
BRIAN KERR

Treasurer  
ANNA LAUDON

Secretary  
POUL KRISTIANSEN

Directors:  
DANA TILOTTA  
DOUGLAS RUSSELL  
DEIRDE PACE

## MANAGING AGENT

Kaled Management Corp.  
7001 Brush Hollow Road  
Suite 200  
Westbury, NY 11590  
(516) 876-4800

Property Manager:  
Jodee Sarisky

September 1, 2020

All Shareholders:

It has come to our attention that some residents are violating the social distancing and face-covering protocol observed at the Cooperative.

Therefore, the Board of Directors has adopted a new House Rule as follows: All residents of Queens Boulevard Tenants Corp. must wear face coverings when in the common areas of the buildings (including, but not limited to, on the elevator, in the hallway, in the lobby, and in the laundry room) and must practice social distancing when in these common areas.

As a reminder, Governor Cuomo's Executive Order No. 202.17 provides:

*"...[A]ny individual who is over age two and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance."*

Please be advised that any failure to comply with the above will result in a fine charged to your monthly maintenance account.

We appreciate your prompt cooperation and stay healthy and safe!

Marti Dressler,  
Board President  
QUEENS BOULEVARD TENANTS CORP.



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

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

EMAIL: INFO@KALED.COM

# The Normandy

DATE: May 11, 2021

RE: WASHER/DRYERS

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## Washer/Dryer

Please be advised that Queens Blvd. Tenants Corp. does not allow washers and/or dryers in an apartment at any time (including portable models). Please note that any Shareholder who was "Grandfathered" to have a washer and/or dryer in their unit, are NOT permitted to transfer the accommodation. If there is an apartment sold with a washer/dryer, the machines must be removed by the selling Shareholder prior to closing. The closing will not be permitted without the removal of said machines



Queens Boulevard Tenants Corp.

106-15 Queens Blvd.  
Forest Hills, NY 11375

July, 2018

Dear Shareholders/Residents:

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

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

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

Thank you for your cooperation and compliance with the Coop's smoking policy and the Act.

Very truly yours,  
Board of Directors

## **NOTICE DISCLOSING TENANTS' RIGHTS TO REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES**

### **Reasonable Accommodations**

The New York State Human Rights Law requires housing providers to make reasonable accommodations or modifications to a building or living space to meet the needs of people with disabilities. For example, if you have a physical, mental, or medical impairment, you can ask your housing provider to make the common areas of your building accessible, or to change certain policies to meet your needs.

To request a reasonable accommodation, you should contact your property manager by calling 516-876-4800, or by e-mailing [info@kaled.com](mailto:info@kaled.com). You will need to show your housing provider that you have a disability or health problem that interferes with your use of housing, and that your request for accommodation may be necessary to provide you equal access and opportunity to use and enjoy your housing or the amenities and services normally offered by your housing provider.

If you believe that you have been denied a reasonable accommodation for your disability, or that you were denied housing or retaliated against because you requested a reasonable accommodation, you can file a complaint with the New York State Division of Human Rights as described at the end of this notice.

Specifically, if you have a physical, mental, or medical impairment, you can request:

- Permission to change the interior of your housing unit to make it accessible (however, you are required to pay for these modifications, and in the case of a rental your housing provider may require that you restore the unit to its original condition when you move out);
- Changes to your housing provider's rules, policies, practices, or services;
- Changes to common areas of the building so you have an equal opportunity to use the building. The New York State Human Rights Law requires housing providers to pay for reasonable modifications to common use areas.

Examples of reasonable modifications and accommodations that may be requested under the New York State Human Rights Law include:

- If you have a mobility impairment, your housing provider may be required to provide you with a ramp or other reasonable means to permit you to enter and exit the building.
- If your doctor provides documentation that having an animal will assist with your disability, you should be permitted to have the animal in your home despite a "no pet" rule.
- If you need grab bars in your bathroom, you can request permission to install them at your own expense. If your housing was built for first occupancy after March 13, 1991 and the walls need to be reinforced for grab bars, your housing provider must pay for that to be done.
- If you have an impairment that requires a parking space close to your unit, you can request your housing provider to provide you with that parking space, or place you at the top of a waiting list if no adjacent spot is available.
- If you have a visual impairment and require printed notices in an alternative format such as large print font, or need notices to be made available to you electronically, you can request that accommodation from your landlord.

#### Required Accessibility Standards

All buildings constructed for use after March 13, 1991, are required to meet the following standards:

- Public and common areas must be readily accessible to and usable by persons with disabilities;
- All doors must be sufficiently wide to allow passage by persons in wheelchairs; and
- All multi-family buildings must contain accessible passageways, fixtures, outlets, thermostats, bathrooms, and kitchens.

If you believe that your building does not meet the required accessibility standards, you can file a complaint with the New York State Division of Human Rights.

#### How to File a Complaint

A complaint must be filed with the Division within one year of the alleged discriminatory act. You can find more information on your rights, and on the procedures for filing a complaint, by going to [www.dhr.ny.gov](http://www.dhr.ny.gov), or by calling 1-888-392-3644 with questions about your rights. You can obtain a complaint form on the website, or one can be e-mailed or mailed to you. You can also call or e-mail a Division regional office. The regional offices are listed on the website.

## HOUSE RULES

(1) The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building, and the fire towers shall not be obstructed in any way.

(2) No patient of any doctor who has offices in the building shall be permitted to wait in the lobby.

(3) Children shall not play in the public halls, courts, stairways, fire towers or elevators and shall not be permitted on the roof unless accompanied by a responsible adult.

(4) No public hall above the ground floor of the building shall be decorated or furnished by any Lessee in any manner without the prior consent of all the Lessees to whose apartments such hall serves as a means of ingress and egress. In the event of disagreement among such Lessees, the Board of Directors shall decide.

(5) No Lessee shall make or permit any disturbing noises in the building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Lessees. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a phonograph or a radio or television loud speaker in such Lessee's apartment between the hours of eleven o'clock p.m. and the following eight o'clock a.m. if the same shall disturb or annoy other occupants of the building. 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 5:00 p.m.

(6) 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.

(7) No awnings, window air-conditioning units or ventilators shall be used in or about the building except such as shall have been expressly approved by the Lessor or the managing agent, nor shall anything be projected out of any window of the building without similar approval.

(8) No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building, except such as shall have been approved in writing by the Lessor or the managing agent.

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vehicles shall be allowed in a passenger elevator and baby carriages and the abovementioned vehicles shall not be allowed to stand in the public halls, passageways, areas or courts of the building.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

wall, plantings may be contained in masonry or hollow tile walls which shall be at least three inches from the parapet and flashing, with the floor of drainage tiles and suitable weep holes at the sides to draw off water. It shall be the responsibility of the Lessee to maintain the containers in good condition, and the drainage tiles and weep holes in operating condition.

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

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

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QUEENS BOULEVARD TENANTS CORP.  
106-15 QUEENS BOULEVARD  
FOREST HILLS, NEW YORK 11375

June 30, 1988

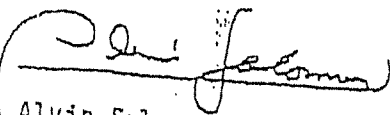
Dear Shareholders/Tenants:

The Board is pleased to enclose the updated GUIDELINES FOR COOPERATIVE LIVING. We hope that each recipient will read and find useful these guidelines.

This booklet was prepared by your Board to acquaint all residents with essential information about The Normandy. These house rules were formulated with the intent of keeping all residents apprised of their responsibilities as residents.

Once again we hope you find this booklet valuable and informative.

Sincerely,



Alvin Solomon, President

# Queens Boulevard Tenants Corp.

## Sublet Policy

REVISED - Effective AUGUST 13, 2002

The following are a set of general guidelines the Board is furnishing for your information. These do not impair upon the tenant-shareholders any rights they otherwise do not have under the proprietary lease. Nor do they restrict the Board from exercising its business judgment in making decisions in the best interests of the Apartment Corporation. Each application for a sale or sublease will be decided on its own merits by the Board pursuant to its obligations under the Proprietary Lease and By-Laws.

1. The Board of Directors has set the following goals to increase the percentage of owner occupied apartments in the building. This count shall include sponsor apartments as non owner-occupied. As of the dates set forth below, the number of owner occupied apartments may not fall below the minimum goal below:

<u>Effective Date</u>	<u>Minimum Goal</u>
1.01 Prior to 12/31/96	68 owner occupied units
1.02 January 1, 1997	70 owner occupied units
1.03 January 1, 1998	73 owner occupied units
1.04 January 1, 1999	77 owner occupied units
1.05 January 1, 2000	81 owner occupied units
1.06 January 1, 2001	84 owner occupied units
1.07 January 1, 2002	88 owner occupied units
1.08 January 1, 2003	92 owner occupied units
1.09 January 1, 2004	95 owner occupied units
1.10 January 1, 2005	100 owner occupied units

Thereafter, the number of owner occupied apartments will be no fewer than 100.

2. Prior to the initial sublet of any apartment to any tenant, the shareholder must obtain permission from the Board of Directors to sublet the apartment. Prior to applying for permission to sublet, the shareholder must have owned the apartment for no less than twenty four (24) months. If the Board of Directors approves the shareholders request to sublet, the shareholder may sublet for one-year term leases only. Each new sub-tenant must complete and submit a sublet application and be approved by the Board of Directors before any sublet is effective. Any renewals with the same tenant shall be at the discretion of the Board of Directors.
- 2.1 In addition to the limitations on subletting set forth above in paragraph 1 and 2 above, no apartment may be sublet for a period in excess of 24 consecutive months. The sublet fee is \$2.25 per share for the first year and \$4.50 per share for the second year.

3. If the stated goal of owner occupied apartments has not been met by the established date, no further applications for sub-lease will be considered. Shareholders wishing to sublease will be placed on a waiting list. The list will be maintained by the managing agent on a chronological basis; first come / first served. Said list will be reviewed by the Board of Directors at each monthly meeting and be available for review in the office of the managing agent upon reasonable notice. A ONE THOUSAND DOLLAR (\$1,000) fully refundable escrow deposit is required as a token of intent by those shareholders requesting placement on the list. This amount will be applied to the sub-lease fee if an applicant is approved, or refunded to the shareholder when the request for sub-lease is withdrawn by the shareholder.
4. When openings for a prospective sublease occur, the shareholder at the top of the list will be given two (2) months to find a sub-lessee. Approval, lease start date, and move in date will take more time. It is estimated that the Board of Directors and the managing agent should be aware when a shareholder will rise to the top of the list approximately six (6) months in advance. The managing agent should be able to predict with some accuracy when a particular shareholder will be able to apply to sublease and when, thereafter, a decision will be made.
5. A prospective sub-lessee's monthly rental payment, plus all other monthly financial obligations, may not exceed 30% of gross income. The income used to qualify the sub-lessee can only be from the sub-lessee's named on the lease. Only full time occupants of the apartment; those persons who maintain the apartment as their primary residence, may have their names on the sublease agreement.
6. An admissions package will be furnished to the shareholders to be transmitted to a prospective sub-lessee. This admissions package must be completed with all required documentation, deposits and fees supplied before an interview with the prospective sub-lessee will be scheduled. Prior to scheduling an interview, the Board of Directors must be able to verify all financial information, past residences and references. Copies of the admissions package with all attachments must be received by each member of the Board of Directors an absolute minimum of seven calendar days prior to the scheduled date of an interview.
7. The admissions package must include signed copies of the Federal and State income tax returns for the prior two (2) years with W-2's attached in addition to the application with all items completed and submitted.
8. All prospective occupants must be present for a scheduled interview. A photograph of the prospective occupants will be taken at the time and must be acknowledged by all prospective occupants at that time. Prior to or at a scheduled interview a prospective sub-lessee must acknowledge receipt of the Proprietary Lease, House Rules, Guide for Cooperative Living and Move-In/Move-Out Procedures of Queens Boulevard Tenants Corp. At a scheduled

interview a prospective sub-lessee must acknowledge and demonstrate familiarity with the aforementioned documents.

9. For a prospective sub-lease, the shareholder and the sub-lessee must supply Queens Boulevard Tenants Corp. with signed copies of a sublease as approved by Queens Boulevard Tenants Corp. The shareholder and sub-lessee may add to the sublease provided it does not alter the provisions approved by Queens Boulevard Tenants Corp. The form of sublease as required by the Queens Boulevard Tenants Corp. is available for inspection.
10. A prospective sub-lessee will be responsible for the payment of non-refundable fees, to cover the cost of processing and reviewing the application. A prospective sub-lessee will be required to submit a Move-In/Move-Out deposit of ONE THOUSAND DOLLARS (\$1,000) with the admissions package. Said deposit will be refunded if the applicant is not approved. If the applicant is approved Move-In/Move-Out procedures must be followed explicitly. Failure to adhere explicitly to the Move-In/Move-Out Procedures will result in the forfeiture of the Move-In/Move-Out Deposit. The cost for repair of any damage to the property of Queens Boulevard Tenants Corp. during move-in/move-out will be deducted from the Move-In/Move-Out Deposit. If the Move-In/Move-Out Deposit is insufficient to cover such repair costs, the purchaser or tenant-shareholder/sublessor will be responsible for such costs which will be added to the maintenance charges assessed against the apartment.
11. If the sublessee vacates the apartment prior to the expiration of the term of the sublet for a reason unrelated to the subtenant's violation of the sublease, the shareholder may apply to the Board for its consent to sublease the apartment to another person for the balance of the term.
12. At all times during a sub-leasing of an apartment, the shareholder and sub-lessee must maintain apartment renters/cooperative owner's insurance insuring for personal injury and property damage in policy limits acceptable to Queens Boulevard Tenants Corp. The tenant-shareholder who wishes to sublet is reminded that the conduct, behavior and activities of the sublessee in the apartment are the responsibility of the tenant-shareholder. If the sublessee violates the proprietary lease, the House Rules and other regulations of the Apartment Corporation, the tenant-shareholder may be held in violation of the proprietary lease and be subject to eviction. The Board reserves all rights under the proprietary lease to commence legal proceedings to terminate the lease and cancel the shares of stock and all other remedies under the lease if the tenant-shareholder or its sub-lessee are in violation of any terms of the lease or House Rules. As a condition to approval of sub-lease, keys to all locks on the entrance door of the apartment must be furnished to the managing agent of Queens Boulevard Tenants Corp. The managing agent shall be entitled to inspect an apartment under sublease. Should it become necessary to initiate legal action

against the shareholder or sub-lessee for violation of the House Rules, the shareholder will be responsible for any legal and administrative fees, disbursements, and costs incurred by Queens Boulevard Tenants Corp. in connection with the action. All shareholders who sublet their apartments are required to install wall to wall carpeting throughout the apartment, in all rooms, hallways and foyers, except for the kitchen and bathrooms, prior to the effective date of any sublease. Management will require an inspection of the apartment prior to the sublease becoming effective. This carpeting must be in place at the time of inspection.

13. At the time that an application to sub-lease is submitted for consideration, the shareholder will pay to Queens Boulevard Tenants Corp. a sub-lease fee of the greater of ONE THOUSAND DOLLARS (\$1,000) or \$2.25 per share, for the first year sublet and the greater of ONE THOUSAND DOLLARS (\$1,000) or \$4.50 per share for the second year sublet. A shareholder who rents a garage space must surrender the license of that garage space at the time that the apartment is subleased. Licenses for garage spaces may not be assigned or subleased. Should the shareholder return to the building and request a space, the shareholder will be placed at the bottom of the waiting list.
14. A Sublet deposit of One Thousand Dollars (\$1,000) must be submitted with the admissions package prior to the scheduling of an interview. This deposit will be returned at the end of the sublease, provided that the sublet policy has not been violated.
15. Any shareholder who sub-leases an apartment without the approval of the Board of Directors will be subject to any and all legal remedies available to the cooperative, including but not limited to:
  1. The cancellation of the Proprietary Lease and shares covering the apartment.
  2. An illegal Sub-lease Fee of Two Thousand Dollars (\$2,000) together with any and all legal fees and administrative costs incurred by Queens Boulevard Tenants Corp. in connection with any action relating to the illegal sublease.
16. The above revised policies are effective August 13, 2002. Shareholders who are presently subletting their apartments as of August 13, 2002, may renew for one additional year, providing it is with the existing sub-tenant.
17. Both the Sales and Sub-lease policy may be amended at any time by the Board of Directors, with or without notice to the shareholders.

Queens Boulevard Tenants Corp.

106-15 Queens Blvd.  
Forest Hills, NY 11375

July, 2018

Dear Shareholders/Residents:

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

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

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

Thank you for your cooperation and compliance with the Coop's smoking policy and the Act.

Very truly yours,  
Board of Directors

Queens Boulevard Tenants Corp.  
Moving Policy - Amended January 27, 1997

- 1) Moving Deposit: A deposit of \$1000.00 will be required from all persons moving in and out of the building. This shall include shareholders, purchasers, sellers and sublet tenants. The deposit must be remitted prior to moving in or out of the building, by certified or bank check. Prospective purchasers and sub-lessee's must submit the deposit with their purchase/sublet application. This deposit will be refunded, less the moving fee described below, providing that a) no damage has been done to the common areas of the building; b) the moving policy has not been violated; c) all charges due the cooperative have been paid in full by the time of the closing and d) the carpeting requirement has been met. If damage is caused to the building during your move, the damage will be repaired by the cooperative and the cost of the repair will be deducted from the deposit. The balance, if any, will be returned. Failure to explicitly abide by the Moving Policy will result in forfeiture of the entire escrow deposit.
- 2) Carpeting: Move-in deposits shall not be refunded until we inspect the apartment and verify that 80% of the floors are carpeted in accordance with House Rule #21.
- 3) Moving Hours: Residents are to move furniture and large articles, which cannot be carried in ones arms, only between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday only (except holidays). If you are found moving outside of these allowable hours, the entire moving deposit will be forfeited.
- 4) Service Entrance: All moving of large articles, including deliveries of furniture, must be done through the basement service entrance on the side of the building. No moving is permitted through the front entrance.
- 5) Moving Notice: The building superintendent must be notified of you moving date at least five (5) business days prior to the move date in order for safety pads to be installed in the elevator. You can reach him by calling 718-268-5504. Management must be provided with evidence of insurance for the moving company before scheduling any moving will be permitted.
- 6) Moving Fee: A moving fee of \$50 will be deducted from the moving deposit to cover the cost of security during the move.
- 7) Qualified Movers: All moving in or out of the building must be performed only by licensed and insured moving companies. Evidence of insurance must be submitted to management prior to scheduling any moving.

Definition of "Moving" - the transporting of furniture and large articles which cannot be carried in one's own arms and/or the transporting of more than seven (7) boxes which can be carried in one's arms.



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# NEW YORK CITY FIRE DEPARTMENT

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

## APARTMENT BUILDING FIRE SAFETY

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



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

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



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

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

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

**Powered Mobility Device Fire Safety**

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

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

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

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

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

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

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

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

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

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

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

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

## **NOTICE DISCLOSING TENANTS' RIGHTS TO REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES**

### **Reasonable Accommodations**

The New York State Human Rights Law requires housing providers to make reasonable accommodations or modifications to a building or living space to meet the needs of people with disabilities. For example, if you have a physical, mental, or medical impairment, you can ask your housing provider to make the common areas of your building accessible, or to change certain policies to meet your needs.

To request a reasonable accommodation, you should contact your property manager by calling 516-876-4800, or by e-mailing [info@kaled.com](mailto:info@kaled.com). You will need to show your housing provider that you have a disability or health problem that interferes with your use of housing, and that your request for accommodation may be necessary to provide you equal access and opportunity to use and enjoy your housing or the amenities and services normally offered by your housing provider.

If you believe that you have been denied a reasonable accommodation for your disability, or that you were denied housing or retaliated against because you requested a reasonable accommodation, you can file a complaint with the New York State Division of Human Rights as described at the end of this notice.

Specifically, if you have a physical, mental, or medical impairment, you can request:

- Permission to change the interior of your housing unit to make it accessible (however, you are required to pay for these modifications, and in the case of a rental your housing provider may require that you restore the unit to its original condition when you move out);
- Changes to your housing provider's rules, policies, practices, or services;
- Changes to common areas of the building so you have an equal opportunity to use the building. The New York State Human Rights Law requires housing providers to pay for reasonable modifications to common use areas.

Examples of reasonable modifications and accommodations that may be requested under the New York State Human Rights Law include:

- If you have a mobility impairment, your housing provider may be required to provide you with a ramp or other reasonable means to permit you to enter and exit the building.
- If your doctor provides documentation that having an animal will assist with your disability, you should be permitted to have the animal in your home despite a "no pet" rule.
- If you need grab bars in your bathroom, you can request permission to install them at your own expense. If your housing was built for first occupancy after March 13, 1991 and the walls need to be reinforced for grab bars, your housing provider must pay for that to be done.
- If you have an impairment that requires a parking space close to your unit, you can request your housing provider to provide you with that parking space, or place you at the top of a waiting list if no adjacent spot is available.
- If you have a visual impairment and require printed notices in an alternative format such as large print font, or need notices to be made available to you electronically, you can request that accommodation from your landlord.

#### Required Accessibility Standards

All buildings constructed for use after March 13, 1991, are required to meet the following standards:

- Public and common areas must be readily accessible to and usable by persons with disabilities;
- All doors must be sufficiently wide to allow passage by persons in wheelchairs; and
- All multi-family buildings must contain accessible passageways, fixtures, outlets, thermostats, bathrooms, and kitchens.

If you believe that your building does not meet the required accessibility standards, you can file a complaint with the New York State Division of Human Rights.

#### How to File a Complaint

A complaint must be filed with the Division within one year of the alleged discriminatory act. You can find more information on your rights, and on the procedures for filing a complaint, by going to [www.dhr.ny.gov](http://www.dhr.ny.gov), or by calling 1-888-392-3644 with questions about your rights. You can obtain a complaint form on the website, or one can be e-mailed or mailed to you. You can also call or e-mail a Division regional office. The regional offices are listed on the website.



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

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

EMAIL: INFO@KALED.COM

# MEMO

TO: All Residents

FROM: Kaled Management Corp.

DATE: February 1, 2024

**RE: HOMEOWNER'S INSURANCE**

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

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

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

If you do not currently have a policy, we suggest that you secure one by February 15, 2024.

Thank you in advance for your anticipated cooperation.