

1. Cover Letter
2. Purchase Application
3. Financial Statement/Statement of Assets and Liabilities
4. Tax Returns
5. Bank Statements
6. Personal Reference Letters
7. Professional Letter of Reference
8. Employer Letter of Reference
9. Landlord Letter of Reference
10. Commitment From Lender
11. Balance Sheet and Cash Flow Statement
12. Credit Check Authorization
13. Photo ID
14. Contract of Sale
15. No Dog Policy
16. Smoke Detector Carbon Monoxide Affidavit
17. Carbon Monoxide Detector Affidavit
18. Bed Bug Disclosure
19. Lead Paint Disclosure
20. Window Guard
21. House Rules and Acknowledgement of House Rules
22. Sublease Policy

# 1. Cover Letter

Please refer to attached for additional information.

**SYNOPTIC MANAGEMENT CORP.**  
**6 East 39<sup>th</sup> STREET STE 1204**  
**NEW YORK, NY 10016**  
**(212) 362 - 5679**

Re: Purchase Package

As per your request, we enclose herewith the Purchase Package Application along with a list of documents to be completed via Boardpackager.com for processing.

1. Copies of past two years tax returns
2. Copy of latest bank statements for six months
3. Two personal reference letters
4. Professional letter of reference
5. Employer letter of reference confirming salary along with a copy of the most recent pay stub
6. Landlord letter of reference (current landlord, co-op or condo board member)
7. Commitment from lender (if unit is being financed)
8. Statement of assets and liabilities including copies of any statements
9. A post closing balance sheet and cash flow statement
10. Check made payable to Synoptic Management Corp. in the amount of \$500.00 (nonrefundable application fee)
11. Photo ID (passport or driver's license)
13. Copy of contract (if available)

Should you have any questions please feel free to contact our office.

Very truly yours,

Synoptic Management Corp.  
Managing Agent for  
244 Riverside Owners Inc.

## 2. Purchase Application

Please complete purchase application (form enclosed).

**Purchase Application  
For the Sale of a Cooperative Apartment**

**BASIC INFORMATION**

Cooperative Name \_\_\_\_\_ Number of Shares \_\_\_\_\_  
Apartment Address \_\_\_\_\_ Apartment # \_\_\_\_\_  
Purchase Price \_\_\_\_\_ Is source of Down Payment a Gift?  or Loan?   
Proposed Closing Date MM/DD/YYYY \_\_\_\_\_ Monthly Maintenance \_\_\_\_\_  
Requested Move in Date: MM/DD/YYYY \_\_\_\_\_  
Managing Agent \_\_\_\_\_ Telephone (000) 000-0000 \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_

**SELLER'S INFORMATION**

Seller(s) \_\_\_\_\_  
Present Address \_\_\_\_\_  
Home Telephone (000) 000-0000 \_\_\_\_\_ Office Telephone (000) 000-0000 \_\_\_\_\_ Cell Telephone (000) 000-0000 \_\_\_\_\_  
Seller's Attorney \_\_\_\_\_ Firm \_\_\_\_\_  
Firm Address \_\_\_\_\_ Email \_\_\_\_\_  
Office Telephone (000) 000-0000 \_\_\_\_\_ Cell Telephone (000) 000-0000 \_\_\_\_\_ Facsimile (000) 000-0000 \_\_\_\_\_

**SELLER'S BROKER**

Seller's Broker \_\_\_\_\_ Email \_\_\_\_\_  
Office Telephone (000) 000-0000 \_\_\_\_\_ Cell Telephone (000) 000-0000 \_\_\_\_\_ Facsimile (000) 000-0000 \_\_\_\_\_

**PURCHASER'S INFORMATION**

Purchaser(s) \_\_\_\_\_  
Present Address \_\_\_\_\_  
Home Telephone (000) 000-0000 \_\_\_\_\_ Office Telephone (000) 000-0000 \_\_\_\_\_ Cell Telephone (000) 000-0000 \_\_\_\_\_  
Email \_\_\_\_\_ Facsimile (000) 000-0000 \_\_\_\_\_  
Amount of Financing \_\_\_\_\_ Deposit on Contract \_\_\_\_\_  
*If purchaser is a corporate entity:*  
Name of Corporation \_\_\_\_\_  
Address of Corporation \_\_\_\_\_ Telephone (000) 000-0000 \_\_\_\_\_  
Purchaser's Attorney \_\_\_\_\_ Firm \_\_\_\_\_  
Firm Address \_\_\_\_\_ Email \_\_\_\_\_  
Office Telephone (000) 000-0000 \_\_\_\_\_ Cell Telephone (000) 000-0000 \_\_\_\_\_ Facsimile (000) 000-0000 \_\_\_\_\_

Name(s) Cooperative Stock would be held in (and type of joint ownership) [e.g. tenants in common, joint tenants with rights of survivorship, or tenants by the entirety]

\_\_\_\_\_

Mortgage Lender \_\_\_\_\_  
 Attorney for Lender \_\_\_\_\_ Email \_\_\_\_\_  
 Office Telephone (000) 000-0000 \_\_\_\_\_ Cell Telephone (000) 000-0000 \_\_\_\_\_ Facsimile (000) 000-0000 \_\_\_\_\_

**PURCHASER'S BROKER**

Purchaser's Broker \_\_\_\_\_ Email \_\_\_\_\_  
 Office Telephone (000) 000-0000 \_\_\_\_\_ Cell Telephone (000) 000-0000 \_\_\_\_\_ Facsimile (000) 000-0000 \_\_\_\_\_

**PERSONAL INFORMATION REGARDING APPLICANT(S)**

Applicant

Co-Applicant

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

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

Dates of Residence: From: MM/DD/YYYY \_\_\_\_\_ To: MM/DD/YYYY \_\_\_\_\_ From: MM/DD/YYYY \_\_\_\_\_ To: MM/DD/YYYY \_\_\_\_\_

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

*(If less than 5 years at present address)*

Dates of Residence: From: MM/DD/YYYY \_\_\_\_\_ To: MM/DD/YYYY \_\_\_\_\_ From: MM/DD/YYYY \_\_\_\_\_ To: MM/DD/YYYY \_\_\_\_\_

Employment Status: Full-time  Part-time  Unemployed  Full-time  Part-time  Unemployed

Retired  Student  Retired  Student

Are you self-employed? Yes  No  Yes  No

Current Employer: \_\_\_\_\_

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

Period of Employment: From: MM/DD/YYYY \_\_\_\_\_ To: MM/DD/YYYY \_\_\_\_\_ From: MM/DD/YYYY \_\_\_\_\_ To: MM/DD/YYYY \_\_\_\_\_

Years in Line of Work: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Business Telephone: (000) 000-0000 \_\_\_\_\_ (000) 000-0000 \_\_\_\_\_

Prior Employer (if less than 3 years in current job): \_\_\_\_\_

Prior Employer Address: \_\_\_\_\_

Period of Employment: \_\_\_\_\_

Prior Supervisor's Name: \_\_\_\_\_

Business Telephone: (000) 000-0000 \_\_\_\_\_ (000) 000-0000 \_\_\_\_\_

Income Estimate This Year: \_\_\_\_\_

Actual Income Last Year: \_\_\_\_\_

Educational Background (Optional): \_\_\_\_\_

**ADDITIONAL INFORMATION REGARDING APPLICANT(S)**

Name(s) of all persons who will reside in the apartment: \_\_\_\_\_

(NOTE: If applicant is a corporate entity, a new lease package must be completed and sent to the Board each time occupancy changes.)

Schools and years attended of occupants (if different from purchaser) [optional] \_\_\_\_\_

Names of anyone in the building known to applicants: \_\_\_\_\_

Are any pets to be maintained in the apartment? If yes, note number and kind. (NOTE: Please refer to building rules)

Names of organizations to which applicants belongs (clubs, societies, board memberships, etc.) [optional]

Will occupancy be: Full-time  Part-time  If Part Time, what is the approximate number of days per month you will use the apartment? \_\_\_\_\_

Do you plan to sublease your apartment? Yes  No  (NOTE: Please refer to building rules)

Do you plan to perform any alterations to the apartment? Yes  No  (NOTE: Please refer to Alteration Agreement)

If yes, please describe the plans: \_\_\_\_\_

Will there be any business or profession conducted in the apartment? Yes  No  (NOTE: Please refer to building rules)

If yes, please describe the nature of your business: \_\_\_\_\_

If you do not plan to receive mail at the apartment, please specify where monthly bills and correspondence should be sent: \_\_\_\_\_

Address of any additional residences owned or leased by applicant: \_\_\_\_\_

Is this your first time purchasing a coop? Yes  No

If no, where else have you owned before? \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Office Telephone (000) 000-0000 \_\_\_\_\_

Cell Phone (000) 000-0000 \_\_\_\_\_

Email \_\_\_\_\_

### APPLICANT'S HOUSING HISTORY

Current Landlord \_\_\_\_\_ Landlord's Address \_\_\_\_\_

Landlord Telephone Number (000) 000-0000 \_\_\_\_\_ Current Rent \_\_\_\_\_

Reason for Moving \_\_\_\_\_ Dates of Occupancy \_\_\_\_\_

Prior Landlord (if at present location less than 5 years) \_\_\_\_\_

Prior Landlord's Address \_\_\_\_\_

Prior Landlord Telephone Number (000) 000-0000 \_\_\_\_\_ Prior Rent \_\_\_\_\_

Reason for Moving \_\_\_\_\_ Dates of Occupancy \_\_\_\_\_

### BUSINESS AND PROFESSIONAL REFERENCES

Applicant

Co-Applicant

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

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

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

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

### PERSONAL REFERENCES

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

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

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

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



THE FOREGOING APPLICATION, INCLUDING ALL PERSONAL AND FINANCIAL INFORMATION, HAS BEEN CAREFULLY PREPARED, AND THE UNDERSIGNED HEREBY SOLEMNLY DECLARE(S) AND CERTIFIES THAT ALL THE INFORMATION IS TRUE AND CORRECT AND THAT THE FINANCIAL INFORMATION SUBMITTED IS A TRUE AND ACCURATE STATEMENT OF THE UNDERSIGNED AS OF THE DATE SET FORTH BY EACH SIGNATURE. THE UNDERSIGNED ALSO AGREE(S) THAT IN PROCESSING THIS APPLICATION, THE MANAGING AGENT NAMED HEREIN AND ITS EMPLOYEES AND AGENTS NEITHER BEAR NOR ASSUME ANY RESPONSIBILITY WHATSOEVER FOR THE VERIFICATION OR COMPLETENESS OF THE INFORMATION CONTAINED HEREIN. IN ADDITION, THE UNDERSIGNED HEREBY AUTHORIZE(S) THE MANAGING AGENT AND THE CONDOMINIUM ASSOCIATION TO SHARE SUCH PORTIONS OF THE APPLICATION AS THEY MAY REASONABLY BELIEVE NECESSARY TO FULFILL THE PURPOSES OF THIS APPLICATION WITH ANY OTHER PARTIES, AND FURTHER AGREE TO HOLD THE MANAGING AGENT, ITS EMPLOYEES AND AGENTS HARMLESS FROM ANY ERROR OR OMISSION IN THE TRANSFER OF THE INFORMATION OR THE DISTRIBUTION OF SUCH INFORMATION TO THIRD PARTIES.

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Applicant:  \_\_\_\_\_ Date MM/DD/YYYY

Co-Applicant:  \_\_\_\_\_ Date MM/DD/YYYY



Discrimination is prohibited in Board admissions procedures under the following laws:

The Federal Fair Housing Act  
The Civil Rights Act  
The New York State and New York City Human Rights Laws

The New York City Human Rights Law provides that it is unlawful to refuse to sell, rent, lease, approve the sale, rental or lease or otherwise deny a housing accommodation based on actual or perceived race, creed, color, national origin, gender (including gender identity), age, disability, sexual orientation, marital status, partnership status, lawful source of income, alienage or citizenship status or because children are, may be, or would be residing in the accommodation. Where a housing accommodation or an interest is sought or occupied exclusively for residential purposes, the provisions shall be construed to prohibit discrimination in the sale, rental, or leasing of such housing accommodation or interest on account of a persons occupation. Complaints may be filed within one year of an unlawful discriminatory act at the Law Enforcement Bureau of the Citys Commission on Human Rights.

The New York State Human Rights Law provides that it is unlawful to refuse to sell, rent, lease or otherwise deny a housing accommodation on the basis of race, creed, color, national origin, sex, age, disability, sexual orientation, military status, marital status, or familial status. Complaints may be filed within one year of an unlawful discriminatory act to the New York State Division of Human Rights or within three years of an unlawful discriminatory act in State Court. Complaints may not be filed with both the Division and the Court.

The Federal Fair Housing Act prohibits discrimination in housing practices on the basis of race, color, religion, sex, handicap, familial status, or national origin. Individuals who believe they have been victims of an illegal housing practice may file a complaint within one year of the unlawful discriminatory act with the Department of Housing and Urban Development (HUD) or file their own lawsuit in federal or state court. The Department of Justice brings suit on behalf of individuals based on referrals from HUD.

The Civil Rights Act provides that all citizens of the United States shall have the same right to inherit, purchase, lease, sell, hold, and convey real and personal property. The law concerns the rights of all persons to make and enforce contracts, to sue, be parties, give evidence, and to the full and equal benefit of all laws and proceedings for the security of persons and property. Complaints may be filed with the Office for Civil Rights.

### 3. Financial Statement/Statement of Assets and Liabilities

Please complete financial statement and statement of assets and liabilities forms enclosed (including copies of any statements).

# Financial Statement

Applicant:

Co-Applicant:

Address:

Address:

The following is submitted as being a true and accurate statement of the financial condition of the undersigned on the:

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

ASSETS			LIABILITIES		
	Applicant	Co-Applicant		Applicant	Co-Applicant
Cash in banks			Notes Payable		
Money Market Funds			To Banks		
Contract Deposit			To Relatives		
Investments: Stocks & Bonds (Schedule A)			To Others		
Investments in Own Business			Installment Accounts Payable:		
Accounts and Notes Receivable			Automobile		
Real Estate Owned (Schedule B)			Other		
Automobiles:			Other Accounts Payable		
Year/Make			Mortgages Payable on Real Estate		
Personal Property and Furniture			(Schedule C)		
Life Insurance Cash Surrender Value			Unpaid Real Estate Taxes		
Retirement Funds/ IRA			Unpaid Income Taxes		
401K			Chattel Mortgages		
KEOGH			Loans on Life Insurance Policies		
Profit Sharing/Pension Plan			(Include Premium Advances)		
Other Retirement			Outstanding Credit Card Debt		
Other Assets			Other Debts - itemize		
<b>TOTAL ASSETS</b>			<b>TOTAL LIABILITIES</b>		
<b>COMBINED ASSETS</b>			<b>COMBINED LIABILITIES</b>		
			<b>NET WORTH</b>		

SOURCES OF INCOME / MONTHLY			PROJECTED EXPENSES / MONTHLY		
	Applicant	Co-Applicant		Applicant	Co-Applicant
Base Salary			Maintenance		
Overtime Wages			Apartment Financing		
Bonus and Commissions			Other Mortgages		
Dividends and Interest Income			Bank Loans		
Real Estate Income (Net)			Auto Loans		
Other Income - itemize			Other:		
<b>TOTAL</b>			<b>TOTAL</b>		
<b>COMBINED TOTAL</b>			<b>COMBINED TOTAL</b>		



## 4. Tax Returns

Please upload copies of past (2) years tax returns.

## 5. Bank Statements

Please upload copy of latest bank statements for (6) months.

## 6. Personal Reference Letters

Please upload (2) personal reference letters.

## 7. Professional Letter of Reference

Please upload professional letter of reference.

## 8. Employer Letter of Reference

Please upload employer letter of reference confirming salary along with copy of most recent pay stub.

## 9. Landlord Letter of Reference

Please upload landlord letter of reference (current landlord, co-op or condo board member).

## 10. Commitment From Lender

Please upload commitment from lender (if unit is being financed).

## 11. Balance Sheet and Cash Flow Statement

Please upload a post closing balance sheet and cash flow statement.

## 12. Credit Check Authorization

Please complete Credit Check Authorization (enclosed).

# CREDIT APPLICATION -TERMS AND CONDITIONS

Applicant Information:

Last Name \_\_\_\_\_

First Name: \_\_\_\_\_ MI \_\_\_\_\_

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

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

Telephone #: (H) \_\_\_\_\_ (W) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_

1. The applicant (s) agrees to a search by the Agent of all credit, housing and criminal records.
2. The applicant (s) must provide a current photo ID with signature.
3. I/We authorize Synoptic Management Corp. and or its agent to use consumer reporting agency, credit bureau or other investigative agencies employed by such, to investigate the references herein listed in this application or statements or other data obtained from me or from any other person pertaining to my employment history, credit prior tenancies, character, general reputation and mode of living, to obtain a consumer report and such other credit information which may result hereby, and to disclose and furnish such information to the owner/agent listed above in support of this application. I have been advised that I have the right, under Section 606B of the Fair Credit Reporting Act, to make a written request, within a reasonable time, for complete and accurate disclosure of nature and scope of any investigation. The purpose of this search is to verify information on me/us for a lease, sublease or purchase of an apartment.

X  
Signature \_\_\_\_\_

X  
Signature \_\_\_\_\_

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

## 13. Photo ID

Please upload a copy of photo ID.

## 14. Contract of Sale

Please upload a copy of sale contract (if available).

## 15. No Dog Policy

Please refer to attached for additional information

**-- NO DOG POLICY --**

Effective as of April 1, 2008 (hereinafter, the "Effective Date"), 244 Riverside Owners, Inc., (hereinafter, the "Corporation") has a No Dog Policy (the "Policy"). The full contents of the Policy shall be placed in the Minutes of the Corporation for review by all shareholders and prospective shareholders (each, a "Shareholder") and put the same on Notice.

The Policy does not apply to dogs that (i) were acquired by Shareholders and tenants and were living in the building prior to the Effective Date (each, an "Exempted Dog"). Shareholders shall abide by the Policy and shall not own, keep or permit a dog on the premises as of the Effective Date.

Each Shareholder waives any and all rights he/she may have to claim any and all defenses to the enforcement of the Policy (the "Waiver"). The Waiver includes, but is not limited to, a waiver of any and all rights to retain a dog on the premises under rules, codes, regulations, and/or laws, of the City of New York and/or State of New York in their current form and as amended from time to time. The Waiver, to the maximum extent permitted by applicable law, supersedes any and all rights under the New York City Administrative Code, city and/or state rent laws, regulations, and/or administrative or agency rulings. In the event that the Waiver is not deemed to apply to an existing Shareholder, the Waiver shall still apply to Shareholders taking ownership title after the Effective Date.

Any and all costs incurred by the Corporation relating to the enforcement of, and/or challenge to, the Policy, including, without limitation, court costs and legal fees shall be borne by the Shareholder or, as the case may be, the tenant if applicable, who is the subject of such enforcement and/or responsible for such challenge, regardless of the success of the Corporation in seeking enforcement of the Policy and any remedies to which the Corporation may be entitled.

The violation of the Policy may result in the termination of shares of stock, the termination of the Proprietary Lease entered into by the Shareholder and the Corporation and the application of maintenance surcharges, additional fees and assessments, or any combination thereof.

In the event that any section or part of the Policy is deemed to be overly broad, void, prohibited, unenforceable or against public policy or is challenged by a Shareholder for any reasons whatsoever, such section or part shall not void, terminate, affect or invalidate the validity or enforceability of any other section or part of the Policy nor its applicability to other Shareholders.

Nothing herein shall prohibit a Shareholder's right to a Medically Necessary Dog. Any Shareholder seeking to obtain a Medically Necessary Dog waives privilege to any and all medical records in favor of the Corporation and its agents in any and all proceedings or actions to verify the necessity of such Medically Necessary Dog. The Corporation

reserves the right to seek an alternate medical decision that would be controlling regarding any such Medically Necessary Dog to the extent that is not legally prohibited from doing so. All costs and expenses including, without limitation, court costs and attorneys fees, relating to the establishment or confirmation of the medical or health related necessity of a Medically Necessary Dog shall be borne by the Shareholder.

244 Riverside Owners, Inc.



BoardPackager PREVIEW

## 16. Smoke Detector Carbon Monoxide Affidavit

**AFFIDAVIT OF COMPLIANCE WITH SMOKE DETECTOR AND CARBON MONOXIDE DETECTOR  
REQUIREMENTS FOR ONE- AND TWO- FAMILY DWELLINGS, COOPERATIVE AND CONDOMINIUM  
UNITS**

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

Street Address \_\_\_\_\_, Unit \_\_\_\_\_  
City \_\_\_\_\_, State \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_  
(the "Premises");

- Check all that apply:
- That the Premises is a one- or two-family dwelling, or a cooperative apartment or condominium unit, and that installed in the Premises is an approved and operational smoke detecting device in compliance with the provisions in Article 6 of Subchapter 17 of Chapter 1 of Title 27 of the Administrative Code of the City of New York concerning smoke detecting devices;
  - That installed in the Premises is an approved and operational carbon monoxide device in compliance with the provisions of Chapter 12 of Title 28 and Chapter 28 of Title 1 of the Rules of the City of New York (the "Law"), regarding installation of carbon monoxide detecting devices.
  - That installed in the Premises is an approved and operational combination smoke detecting and carbon monoxide detecting alarm device in compliance with the Executive Law of the state of New York.

That they make a davit in compliance with New York City Administrative Code Section 11-2105 (g). (The signatures of at least one grantor and one grantee are required).

Grantor: Name: \_\_\_\_\_  
Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

Grantee: Name: \_\_\_\_\_  
Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

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.

NEW YORK CITY REAL PROPERTY TRANSFER TAX RETURNS FILED ON OR AFTER FEBRUARY 6th, 1990, WITH RESPECT TO THE CONVEYANCE OF A ONE- OR TWO-FAMILY DWELLING, OR A COOPERATIVE APARTMENT OR A CONDOMINIUM UNIT IN A ONE- OR TWO-FAMILY DWELLING, WILL NOT BE ACCEPTED FOR FILING UNLESS ACCOMPANIED BY THIS AFFIDAVIT.

## 17. Carbon Monoxide Detector Affidavit



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.

NEW YORK CITY REAL PROPERTY TRANSFER TAX RETURNS FILED ON OR AFTER FEBRUARY 6TH, 1990, WITH RESPECT TO THE CONVEYANCE OF A ONE-OR TWO FAMILY DWELLING, OR A COOPERATIVE APARTMENT OR A CONDOMINIUM UNIT IN A ONE-OR TWO-FAMILY DWELLING, WILL NOT BE ACCEPTED FOR FILING UNLESS ACCOMPANIED BY THIS AFFIDAVIT.



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## 18. Bed Bug Disclosure

## NOTICE TO TENANT/SUB-TENANT/OCCUPANT DISCLOSURE OF BEDBUG INFESTATION HISTORY

Pursuant to the New York City Housing Maintenance Code, an owner/managing agent of residential rental property shall furnish to each tenant/sub-tenant/occupant signing a vacancy lease a notice that sets forth the property's bedbug infestation history.

Tenant(s)/Sub-Tenant(s)/Occupant(s): \_\_\_\_\_

Subject Premises Address: \_\_\_\_\_

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

Date of Vacancy lease: MM/DD/YYYY \_\_\_\_\_

### BEDBUG INFESTATION HISTORY

(only boxes checked apply)

- There is no history of any bedbug infestation within the past year in the building or in any apartment.
- During the past year, the building had a bedbug infestation history that has been the subject of eradication measures. The location of the infestation was on the \_\_\_\_\_ floor(s).
- During the past year the building had a bedbug infestation history on the \_\_\_\_\_ floor(s) and it has not been the subject of eradication measures.
- During the past year the apartment had a bedbug infestation history and eradication measures were employed.
- During the past year the apartment had a bedbug infestation history and eradication measures were not employed.
- Other: \_\_\_\_\_

Tenant(s)/Sub-Tenant(s)/Occupant(s):

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

Signature: X \_\_\_\_\_

Date: MM/DD/YYYY \_\_\_\_\_

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

Signature: X \_\_\_\_\_

Date: MM/DD/YYYY \_\_\_\_\_

Owner/Agent/Managing Agent:

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

Signature: X \_\_\_\_\_

Date: MM/DD/YYYY \_\_\_\_\_

## 19. Lead Paint Disclosure

# LEAD-BASED PAINT DISCLOSURE

Property Address \_\_\_\_\_

Unit \_\_\_\_\_

Every purchaser/lessee 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/lessor of any interest in residential real property is required to provide the buyer/lessee with information on lead-based paint hazards from risk assessments or inspections in the seller/lessor's possession and notify the buyer/lessee of any known lead-based hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase/ lease.

## DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS

### Seller/Lessor'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 Unit and/or commons areas (explain).  
\_\_\_\_\_

ii.  Seller/Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the Unit and/or commons areas.

b. Records and reports available to the Seller/Lessor (check (i) or (ii) below):

i.  Seller/Lessor has provided the Purchaser/Lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the Unit and/or commons areas (list documents).  
\_\_\_\_\_

ii.  Seller/Lessor has no records or reports pertaining to lead-based paint and/or lead-based paint hazards in the Unit and/or commons areas.

### Purchaser(s)/Lessee(s)'s Acknowledgment (initial (c) and (d) below):

c. \_\_\_\_\_ Purchaser/Lessee has received copies of all information listed above.

d. \_\_\_\_\_ Purchaser/Lessee has received the pamphlet Protect Your Family from Lead in Your Home.

e. Purchaser/Lessee has (check (i) or (ii) below):

i.  Received a 10-day opportunity (or other mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint.

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 (Broker) Acknowledgment to initial (f) below):

f. \_\_\_\_\_ Agent (All Brokers) has informed the Seller/Lessor of the Seller's/Lessor's obligation under 42 U.S.C. 4852d and is aware of Agent's (All Brokers) independent 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.

X \_\_\_\_\_  
Seller/Lessor #1 Signature

MM/DD/YYYY

Date

X \_\_\_\_\_  
Purchaser/Lessee #1 Signature

MM/DD/YYYY

Date

X \_\_\_\_\_  
Seller/Lessor #2 Signature

MM/DD/YYYY

Date

X \_\_\_\_\_  
Purchaser/Lessee #2 Signature

MM/DD/YYYY

Date

X \_\_\_\_\_  
Seller/Lessor's Agent Signature

MM/DD/YYYY

Date

X \_\_\_\_\_  
Purchaser/Lessee's Agent  
Signature

MM/DD/YYYY

Date

## 20. Window Guard

# NOTICE TO BUYER/TENANT/OCCUPANT(S)

## WINDOW GUARDS REQUIRED

Property Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

**You are required by law** to have window guards installed in all windows if a child 10 years of age or younger lives in your apartment/unit.

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

if a child 10 years of age or younger lives in your apartment/unit,

OR

if you ask him to install window guards at any time (you need not give a reason).

**It is a violation of law** to refuse, interfere with installation, or remove window guards where required, or to fail to complete and return this form to your landlord.

Check one:

- Children 10 years of age or younger live in my apartment/unit
- No children 10 year of age or younger live in my apartment/unit
- I want window guards even though I have no children 10 years of age or younger

Acknowledged, Understood and Agreed by:

Buyer/Tenant/Sub-Tenant Name: \_\_\_\_\_

Signature: **X** \_\_\_\_\_ Date: MM/DD/YYYY

Buyer/Tenant/Sub-Tenant Name: \_\_\_\_\_

Signature: **X** \_\_\_\_\_ Date: MM/DD/YYYY

**For More information on Window Fall Prevention, contact:**

Call 311  
125 Worth Street, Room 222A  
New York, NY 10013

## 21. House Rules and Acknowledgement of House Rules

## 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, client, customer or invitee of any doctor or other person who has offices or other commercial space 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 of 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 10:00 o'clock p.m. and the following 8:00 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 9:00 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 above-mentioned 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 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 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 be expressly permitted in writing by the Lessor; such permission shall be revocable by the Lessor. In no event shall dogs be permitted on the elevators or in any of the public portions of the Building unless carried or on leash. No pigeons or other birds or animals shall be fed from the window sills, terraces, balconies or in the yard, court spaces or other public portions of the Building, or on the sidewalk 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 his 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.

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

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

(21) Unless expressly authorized by the Board of Directors in each case, the floors of each apartment must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of at least 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 to incinerator equipment.

(i) All wet debris 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 the incinerator closet, 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 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.

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

**ACKNOWLEDGEMENT OF RULES AND REGULATIONS**

**OF**

**244 RIVERSIDE OWNERS INC.**

Re: 244 Riverside Owners Inc.  
244 Riverside Drive  
New York, NY 10025

Dear Board of Managers,

I/we acknowledge receipt of the Rules and Regulations of 244 Riverside Owners Inc. as part of the purchase application given to me. I/we understand, accept and agree to abide and to comply with said Rules and Regulations.

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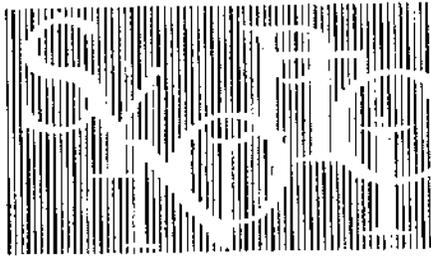
Prospective Purchaser

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Prospective Purchaser



## 22. Sublease Policy



**SYNOPTIC MANAGEMENT CORP.**  
PROPERTIES INVESTMENT CONSULTING  
LICENSED REAL ESTATE BROKERS

244 Riverside Owners Inc.  
244 Riverside Drive  
New York, NY  
10025

February 27, 2017

**RE: Sublet Policy / Terms and Conditions**

Dear Shareholder,

Attached, please find the Sublet Policy in addition to the Terms and Conditions effective February 24, 2017. Pending applications received by this date are grandfathered in. Please retain a copy of the aforementioned for your files.

Synoptic Management Corp.  
Managing Agent for  
244 Riverside Owners Inc.

244 RSD Owners Corp

Sublet Policy

**Effective: February 24, 2017**

In the ordinary course:

1. There can be no subletting if more than Eight 8% of the Sold units are sublet;
2. To sublet a Shareholder must own for two (2) years prior to seeking to sublet;
3. A sublet shall be for one (1) year and a second (2<sup>nd</sup>) year may be applied for;
4. A shareholder shall not sublet for more than Two (2) year out of Five (5);
5. There shall be a waiting list for subletting if the 8% cap is reached, with priority given to those who have not previously sublet.

All sublets and subtenants must be pre-approved by the Board of Directors in its sole discretion by submission of an application to be administered by the Managing Agent. A sublet term is defined as any number of months not to exceed 12. Upon application and approval of the Board, the sublet term commences on the effective date of the sublease as defined in the sublease contract.

Subject to Board review and approval, the shareholder may make an application for a second sublet term to extend an existing sublet for additional months not to exceed 12, or to sublet to a new successor subtenant following the expiration of a prior sublet.

Under no circumstances may a shareholder sublet for more than two terms within any five year period as described above.

In the event an unapproved sublet, a \$500 per month charge will be billed to the shareholder over and above the sublet fee for each unapproved month.

A sublet fee of ten percent (10%) of the monthly maintenance must be paid each month during the first sublet term. During the second sublet term, the sublet fee shall be fifteen percent (15%) of maintenance paid monthly.

## TERMS AND CONDITIONS:

### Application/Request for Extension

To apply for a new or successor sublet, the shareholder must submit a completed application form provided by the Managing Agent. A fee of \$ 350 will be charged for the administration of credit checks and processing the application. Completed applications must be received by the Managing Agent not less than 45 days prior to the intended effective date of the sublease. Issuance of the sublet application to the shareholder by the Managing Agent in no way indicates that the Board will consider an otherwise improper application.

In the case of application for a second sublet term for an already approved subtenant, requests should be made by letter to the Managing Agent not fewer than 45 days prior to the expiration of the existing sublease.

Consideration of sublet applications and requests for extensions will take place at the next regularly scheduled meeting of the Board after notice is received. No application to sublet or extend same will be considered by the Board unless and until all maintenance and other outstanding charges to the shareholder are paid in full up to the date of the application request.

All prospective new subtenants must be interviewed by the Board. The Board reserves the right to request an interview of existing subtenants when approval for an extension of a previously approved sublease is sought.

### Move-in/Move-out Deposit

Shareholders will deliver a \$500 deposit to the Managing Agent prior to the subtenant's move-in or move-out date as insurance against any damage to the building. Further, subtenant will arrange through the Managing Agent to have a building representative monitor the move-in or move-out and shall pay the representative a fee of \$125.00 per day. Move-ins and move-outs may only be scheduled between 10:00 a.m. through 4:45 p.m. Monday through Friday. There are NO Move-in's or Move-outs on weekends.

The superintendent is authorized to halt all unauthorized moves pending receipt of the deposit. Upon completion of the move, representative fees and/or any damage charges will be deducted from the deposit and the remainder refunded. The shareholder is responsible for any fees and/or damages above the deposit, which will be billed.

### Written Notice of Subtenant Moves

The shareholder will notify the Managing Agent in writing no less than ten (10) days prior to a subtenant's move in or move out date. With respect to a subtenant move out, all sublet fees will continue to be charged to the shareholder or until the notice that the tenant has vacated the building is received by the Managing Agent.

**Application of House Rules**

All subtenants will be governed by the House Rules listed in the Proprietary Lease and any amendments or changes to House Rules currently in effect and or any changes thereafter.

**Unauthorized Sublet Charge**

In the event an apartment is sublet without the requisite Board approval or extension approvals are not obtained, an additional charge of \$500 per month will be incurred by the shareholder until such approval is obtained or, as the case may be, the tenant vacates the apartment

Irrespective of its collection of this charge, the Board reserves the right to take action to evict unapproved sublets at any time. The Board's acceptance of such charges shall not be deemed to be a waiver of the right to seek eviction of unauthorized sublets.

**Renters Insurance**

All subtenants are required to hold renters insurance throughout the term of his or her sublease and any approved extension. Proof of renters insurance must be provided to management within ten (10) days of approval of the sublet application.

**Pet Policy**

Pets are not permitted.