

**DYNASTY PROPERTY MANAGEMENT INC.**

*Trusted Operators of Residential and Commercial Properties*

216 West 104<sup>th</sup> Street, Suite B

New York, New York 10025

Office: 212-837-1835 Fax: 646-519-3955

**Building:**

**No. of Collated Sets: \_\_ (1 Original & \_\_ Set)**

Attached please find the resale package you requested.

The package outlines all the information the Board of Directors requires, and the number of **collated copies** that **must** be submitted. We strongly recommend that you use the outline as a check list prior to submitting your Board package. The information requested is the information that is required by the Board of Directors, there are **no exceptions**. Due to the volume of packages received, we **cannot** hold incomplete packages and same will be returned, which will only delay the process.

Please keep the following timeframe in mind, when submitting your package.

For example, if you want to close on your apartment in September, the package must be submitted no later than the last week of July.

**PLEASE NOTE: NO CLOSING CAN BE SCHEDULED WITHOUT BOARD APPROVAL,**

**DYNASTY PROPERTY MANAGEMENT INC.**

216 WEST 104<sup>th</sup> STREET, SUITE B

NEW YORK, NEW YORK 1 0 0 25

OFFICE: 212-837-1835

F A X: 646-519-3955

**RESALE PACKAGE**

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Dear Shareholder(s):

The Board of Directors of this Corporation has established minimum financial criteria for prospective purchasers:  
No. of collated copies:    (1 Original and    set of copies)

1. Purchase Application, completed and signed (form attached).
  2. Statement of Condition (form attached).
  3. Copy of driver's license of each applicant.
  4. Contract of Sale executed by all parties.
  5. Two (2) years of Federal Tax Returns only with W2 or 1099.
  6. Copy of last two weeks of pay stubs.
  7. Three (3) personal reference letters.
  8. One (1) business letter.
  9. Letter from present landlord or Managing Agent stating residency status.
  10. Letter from employer(s) stating job function, salary and length of employment. If self-employed, provide your business' latest balance sheet, profit and loss statement.
  11. Letter from bank(s) stating type of account, dollar amount, age of account and if in good standing.
  12. Window Guard/Lead Paint Disclosure form
  13. Nameplate request form must be completed and returned (form attached).
  14. Sprinkler Disclosure Form (form attached).
  15. Bedbug Disclosure Form (form attached).
  16. Signed Copy of Co-ops house rules (please submit only the last page signed).
  17. Non-refundable processing application fee of **\$450.00**, payable to **DYNASTY PROPERTY MANAGEMENT INC**, or pay online. (must be submitted with the package).
  18. Move in/Move-out fee in the amount of **\$500.00** refundable payable to the Coop \_\_\_\_\_.
  19. Board fee in the amount of **\$150.00** non-refundable payable to the Coop \_\_\_\_\_.
  20. Closing fee, if Management Company is transfer agent, **\$650.00** make out to **DYNASTY PROPERTY MANAGEMENT INC**, or pay online.
  21. If financing, a **\$300.00** fee for recognition agreement & closing documents certified/bank check payable to **DYNASTY PROPERTY MANAGEMENT INC**, or pay online.
22. **Charges/Closing Costs:**
- a. **Seller:**
    - i. Move-out fee of **\$500 .00** (refundable fee after inspection of building) certified or bank check payable to the Coop \_\_\_\_\_.
    - ii. **\$150.00 (non-refundable)** Move out Board fee certified or bank check payable to the Coop \_\_\_\_\_.
    - iii. Estate Sale - Call to obtain fees 212-837-1835 x228

**b Buyer:**

- i \$450.00 non-refundable processing application fee certified/bank check payable to DYNASTY PROPERTY MANAGEMENT INC., or pay online, upon submission of purchase application.**
- ii Move-in Board fee \$150.00 Non-refundable payable to the Coop \_\_\_\_\_.**
- iii Credit Report(s) \$150.00 for one applicant, if two purchasers (applicants) \$100.00 per applicant, payable to DYNASTY PROPERTY MANAGEMENT INC, or pay online. (Please disregard this fee if Broker already ran your credit report). If Seller's broker has run a credit report this fee will be waived. This fee is non-refundable**
- iv Move-in/move-out fee of \$500 .00 (refundable fee after inspection of building) certified or bank check payable to the Coop \_\_\_\_\_.**
- v Closing fee, if Management Company is the transfer agent, \$650.00 made out to DYNASTY PROPERTY MANAGEMENT INC, or pay online.**
- vi If financing, a \$300.00 fee for recognition agreement & closing documents certified/bank check payable to DYNASTY PROPERTY MANAGEMENT INC, or pay online.**

**Purchaser must obtain owners insurance prior to closing naming as additional insured: DYNASTY PROPERTY MANAGEMENT INC. and \_\_\_\_\_.** Purchaser and Seller must use a licensed moving company and proof of insurance must be provided to DYNASTY PROPERTY MANAGEMENT INC. naming DYNASTY PROPERTY MANAGEMENT INC. and \_\_\_\_\_ as additional insured,

### **THE PROCESS**

Once the application is submitted to DYNASTY PROPERTY MANAGEMENT INC., it is reviewed for completeness. As stated above, if it is not complete, you will be notified. If it is complete, it will be forwarded to the Board for review with five to seven days after it is received. Board review of the application can take a **substantial** period of time depending upon the Board's workload, schedule and the time of year. When they have completed their review, if the Board wishes, they will authorize us to contact the prospective purchaser to set up an interview. We will call the Seller or broker to advise him/her of the status of the application after the interview. Throughout the process we will contact the Shareholder or Broker **only** when there is information to report. We will not have information to report until the Board notifies our office of its decisions.

Calling us to ascertain the status of the application **WILL NOT** expedite the process and requests to call the Board will have to be denied. Please assign one person in the transaction to be the contact. The Board contacts us when they have met and reviewed the application and instructs us to set up an interview appointment with the Purchaser when the Board has passed on the application. The date of the next Board meeting may be irrelevant, as most Boards do not interview prospective applicants at regularly scheduled Board meetings.

If the above procedures are followed, the process should go smoothly. We wish you success in you endeavor to purchase your home and welcome you to DYNASTY PROPERTY MANAGEMENT INC., managed building.

Due to the increase in identify theft we are strongly suggesting that you black-out several numbers (Ex: 1X4X67X) on your bank and brokerage statements and cross out your social security number(s) completely on your tax returns, please be advised that your social security number is only needed so that we can run a credit report.

To do our part the transfer agent will black out your social security number on your credit report and your authorization form.

In addition, please be advised that after the Board is completed with the review of your package for purchase, subletting and/or refinancing the information provided will be shredded. The original is kept by management and is never released to anyone without consent.

If you have any questions, please do not hesitate to contact DYNASTY PROPERTY MANAGEMENT INC.

**NOTE: YOU MUST HAVE MADE ORIGINAL & \_ COPIES = TOTALING \_\_ SETS OF THE BOARD PACKAGE AND INCLUDE ALL REQUIRED DOCUMENTS TO DYNASTY PROPERTY MANAGEMENT INC. FOR SUBMISSION TO THE BOARD OF DIRECTORS.**

PURCHASE APPLICATION FOR COOPERATIVE

Purchaser Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ S.S. # \_\_\_\_\_

Purchaser's Address: \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Purchaser's E-mail: Address: \_\_\_\_\_

Purchaser Attorney \_\_\_\_\_ Telephone \_\_\_\_\_

Attorney's Name, Firm, Address & Telephone # \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Purchase Property Address \_\_\_\_\_ Apt. No \_\_\_\_\_

No. Shares \_\_\_\_\_ Monthly Maintenance \$ \_\_\_\_\_

Purchase Price \$ \_\_\_\_\_

Name on Stock Certificate & other documents \_\_\_\_\_

FINANCING: YES \_\_\_\_\_ NO \_\_\_\_\_ Amount \_\_\_\_\_

If Financing:

Bank Name \_\_\_\_\_ Broker's Name \_\_\_\_\_

Bank Address \_\_\_\_\_

Phone \_\_\_\_\_ S.S. # \_\_\_\_\_

Seller's Name \_\_\_\_\_ Tel. No \_\_\_\_\_

Seller's Forwarding Address \_\_\_\_\_

Seller's Attorney \_\_\_\_\_

Seller Attorney's Name, Firm, Address, \_\_\_\_\_

Tel# \_\_\_\_\_ E-mail address \_\_\_\_\_

Approximate Closing Date & time \_\_\_\_\_

INFORMATION REGARDING PURCHASER

(Submit separate Purchase Application for additional purchasers)

Purchaser \_\_\_\_\_

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

Length of Occupancy \_\_\_\_\_ Tel. # \_\_\_\_\_ Rent \$ \_\_\_\_\_

Name if all persons and relationships who will reside in apartment and, if children, please state number:

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

Name of all residents in the building known by applicant: \_\_\_\_\_

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

Does applicant wish to maintain any pets? If so, please specify \_\_\_\_\_

Does applicant plan alterations to the apartment? If so, please specify \_\_\_\_\_

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

REFERENCES

LANDLORD:

Present Landlord or Agent (If less than 2 years please fill out previous landlord below)

Address: \_\_\_\_\_ Tel. # \_\_\_\_\_

Previous Landlord or Agent \_\_\_\_\_

Address: \_\_\_\_\_ Tel. # \_\_\_\_\_

Address of previous residence and approximate length of occupancy \_\_\_\_\_

REFERENCES (cont.)

FINANCIAL ( Please list first the bank, type of account ( savings, checking, money market, etc.) and account number with the most assets.)

A. Bank \_\_\_\_\_  
Type of Account \_\_\_\_\_ Acct. # \_\_\_\_\_  
Address \_\_\_\_\_

B. Bank \_\_\_\_\_  
Type of Account \_\_\_\_\_ Acct. # \_\_\_\_\_  
Address \_\_\_\_\_

C. Certified Public Accountant, if any \_\_\_\_\_  
Address \_\_\_\_\_

D. For information regarding sources(s) of income contact \_\_\_\_\_  
\_\_\_\_\_

BUSINESS PROFESSIONAL REFERENCES:

I. Name \_\_\_\_\_  
Address \_\_\_\_\_

SPECIAL REMARKS:

Please give any additional information which may be pertinent or helpful:

\_\_\_\_\_

The undersigned hereby affirms that the information contained in this application is true and accurate to the best of his/her knowledge and belief.

\_\_\_\_\_  
(Signature of Purchase Applicant)

\_\_\_\_\_  
Date

## STATEMENT OF FINANCIAL CONDITION

Name \_\_\_\_\_

Address \_\_\_\_\_

For the purpose of procuring credit from the above named company, or its assigns, the following is submitted as being a true and accurate statement of financial condition of the undersigned on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**FILL ALL BLANKS, WRITING "NO" OR "NONE" WHERE NECESSARY TO COMPLETE INFORMATION**

ASSETS			LIABILITIES		
Cash in Banks			Notes payable:		
Savings & Loan Shares			To Banks		
Earnest Money Deposited			To Relatives		
Investments: Bonds & Stocks -see schedule			To Others		
Investment in own Business			Installment Accounts Payable:		
Real Estate owned-see schedule			Automobile		
Year    Make			Other		
Automobiles:			Other Accounts Payable		
Personal Property & Furniture			Mortgages payable on Rcal Estate -- see schedule		
Life Insurance			Unpaid Real Estate Taxes		
Cash Surrender Value			Unpaid Income Taxes		
Other assets-Itemize			Chattel Mortgages		
			Loans on Life Insurance Policies (Include Premium Advance)		
			Other debts-Itemize		
			TOTAL LIABILITIES		
			NET WORTH		
TOTAL ASSETS			TOTAL LIABILITIES & NET WORTH		

APPLICANT & SPOUSE SOURCE OF INCOME	PERSONAL INFORMATION
BASE Salary	Occupation or Type of Business
S/E Income	Employer
Bonus & Commissions	Position held    No. of years
Dividends and interest income	Partner or officer in any other venture or other employment
Real Estate Income (Net)	
Spouse income (specify)	Single    Married    Divorced    Children (Ages)
Other income-itemize	
TOTAL	Age    Age of Spouse    Other Dependents

APPLICANT & SPOUSE SOURCE OF INCOME	GENERAL INFORMATION
As Endorser or Co-maker on Note	Personal bank accounts carried at:
Alimony payments (Annual)	
Are you defendant in any legal action?	Savings & Loan Accounts at:
Are there any unsatisfied judgments?	
Have you ever taken bankruptcy? Explain:	Purpose of Loan

**SCHEDULE OF BONDS AND STOCKS**

AMOUNT OR NO. SHARES	DESCRIPTION Enter Valuation in Proper Column →	MARKETABLE ACTUAL MARKET VALUE	NON-MARKETABLE (UNLISTED SECURITIES) ESTIMATED WORTH

**SCHEDULE OF REAL ESTATE**

DESCRIPTION LOCATION	COST	ACTUAL MARKET VALUE	MORTGAGE AMOUNT

**SCHEDULE OF NOTES PAYABLE**

*Specify any assets pledged as collateral, indicating the liabilities which they secure:*

TO WHOM PAYABLE	DATE	AMOUNT	DUE	INTEREST	ASSETS PLEDGED AS SECURITY

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 Spouse/Co-Applicant



EMPLOYMENT INFORMATION

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

Occupation & Title: \_\_\_\_\_

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

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

Telephone No.: \_\_\_\_\_ How Long with present: \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Supervisor Tel. # \_\_\_\_\_

Salary per annum \$ \_\_\_\_\_ Commission & Bonus \$ \_\_\_\_\_

APPLICATION TO PURCHASE QUESTIONNAIRE

Question	Yes or No
1. Have you any outstanding judgments?	_____
2. In the last 7 years, have you declared bankruptcy?	_____
3. Have you had property foreclosed upon or given title or deed in lieu thereof?	_____
4. Are you a co-maker or endorser on a note?	_____
5. Are you a party in a lawsuit?	_____
6. Are you obligated to pay alimony, child support or separate maintenance?	_____
7. Will any part of your cash payment be borrowed?	_____
8. Do you or any member of your family have diplomatic status?	_____

If a "Yes" answer is given to a question above, explain below and/or on a separate sheet.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature & Date

The undersigned hereby offers to purchase \_\_\_ shares of capital stock of \_\_\_\_\_ and the accompanying proprietary lease for apartment \_\_\_ in the building located at \_\_\_\_\_ on the following terms and conditions:

Purchase Price of Stock \$ \_\_\_\_\_ Present Estimated Monthly Maintenance \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_ Special Conditions, if any: \_\_\_\_\_

Note: This proposal shall result in no legal obligation until a formal contract of purchase and sale is executed by the parties concerned.)

The undersigned has filled out the information sheet above and understand that this information is essential in considering this application. It is further understood that this application, when signed by the undersigned, is to be subject to approval by the Seller or Authorized Representative ad to the Terms

Broker: \_\_\_\_\_

Broker: \_\_\_\_\_

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

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

Signature of Purchase Applicant: \_\_\_\_\_

**DYNASTY PROPERTY MANAGEMENT INC.  
216 WEST 104<sup>th</sup> STREET, SUITE B  
NEW YORK, NEW YORK 10025  
OFFICE: 212-837-1835 FAX: 646-519-3955**

TO ALL APPLICANTS:

Please be aware that DYNASTY PROPERTY MANAGEMENT INC. as Agent for the Corporation, in which you are making application to, cannot guarantee that the Interview Committee will meet with a prospective purchaser or subtenant. Also, DYNASTY PROPERTY MANAGEMENT INC. has no influence over the disposition of any resale/sublet application by The Board of Directors.

All fees paid to DYNASTY PROPERTY MANAGEMENT INC. are non-refundable regardless of The Board of Directors decisions.

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

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

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

**MOVE IN-MOVE OUT POLICY**

**PROPERTY:** \_\_\_\_\_.

Upon approval of a sale or sublease, the following rules must be complied with:

1. MOVE-IN / MOVE OUT can ONLY take place Monday through Friday between the hours of 8:30 AM and 4:30 PM. THERE IS NO EXCEPTION TO THIS RULE.
2. A move-in board fee in the amount of **\$150.00** Non-refundable payable to \_\_\_\_\_.
3. Please provide a Certificate of Insurance from the moving company for property damage and general liability & worker's compensation:
4. Please provide apartment insurance naming \_\_\_\_\_ & Dynasty Property Management Inc.

**ADDITIONAL INSURED:**

The Board of Directors of \_\_\_\_\_ &  
DYNASTY PROPERTY MANAGEMENT INC.

**CERTIFICATE HOLDER:**

{Shareholder(s) / Subtenant(s)}

\_\_\_\_\_  
Apt. \_\_\_\_\_  
New York, NY 10025

NAMEPLATE REQUEST

Please complete the information requested on this form and mail or return to the management office as soon as possible.

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

Name on Intercom Directory: \_\_\_\_\_  
(Please print)

Name on Mailbox: \_\_\_\_\_  
(Please print)

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

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

## CREDIT CHECK AUTHORIZATION

Thank you for your application. Please complete all the information below.

Today's Date: \_\_\_\_\_

Applicant's Full Name: \_\_\_\_\_

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

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

How many years at present address \_\_\_\_\_

How many years at Employment \_\_\_\_\_ Your Monthly Wages \_\_\_\_\_

Work Telephone # \_\_\_\_\_ Home Telephone # \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I hereby warrant that all my representations set forth above are true. I recognize the truth of the information contained herein is essential.

I authorize a credit search by social security number. There will be a non-refundable charge of **\$150.00** for a credit check with FICO score per person, and if two applicants **\$100.00** per person. This payment can be made in cash or by money order payable to DYNASTY PROPERTY MANAGEMENT INC. PLEASE NOTE YOU WILL NOT BE CHARGED THIS FEE IF YOUR CREDIT WAS OBTAINED THROUGH THE SALE BROKER.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DYNASTY PROPERTY MANGEMENT INC.**

216 West 104<sup>th</sup> Street, Suite B New York, NY 10025

(Phone 212-837-1835) - (Fax: 646-519-3955)

DYNASTYPMANAGEMENTNYC.COM

Keep the top part of form for your records

**Annual Notice to Tenant or Occupant in all Buildings with Apartments Protect Your Child from Window Falls and Lead Poisoning.**

You are required by law to complete and return this form to your landlord before **February 15** each year. If you do not return this form your landlord/ Owner is required to visit your apartment to find out the ages of children living with you. Call 311 for more information on preventing window falls and lead poisoning.

**Window Guards**

- The Landlords/Owners are required by law to install window guards in all your windows if a child is age 10 years or younger lives with you, or if you ask for them (even if no children live with you). However windows that open to fire escapes and windows on the first floor used as a fire exits should not have window guards.
- Window Guards should be installed so there is no space greater than 4 1/2 inches above or below the guard, on the side of the guard, or between the bars.
- It is against the law for you to refuse, interfere with the installation, or remove the window guards when they are required.

The above requirements apply to all buildings with 3 or more apartments regardless of when they were built.

**Peeling Lead Paint**

- Landlords/Owners are required by law to inspect your apartment for peeling paint and other lead paint hazards at least once a year if a child age 6 years or younger lives with you.
- Always report peeling paint to your landlord/Owner. If a child age 6 years or younger lives with you, your landlord must inspect your apartment. Landlord/Owner must provide you with the results of these paint inspections.
- Landlord/Owner must use safe work in practices to repair all peeling paint and other lead paint hazards.
- If you have a baby or if a child age 6 years or younger comes to live with you during the year, you must notify Landlord/Owner in writing.

The above requirements apply to buildings with 3 or more apartments built before 1960, or built between 1960 and 1978 if the landlord knows that lead paint is present in the building.

**Fill Out and detach the bottom part of form and return in envelope.**

Please check Yes or NO:

- |   |     |    |                          |                          |
|---|-----|----|--------------------------|--------------------------|
| 1. A child age 10 years or younger lives in my Apartment:   | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| IF No: I want window guards even though no children age 10 years or younger live in my apartment: | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| IF Yes: A child age 6 years or younger lives in my apartment:                                     | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Window guards are installed in all windows as required:  | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Window guards need maintenance or repair:  | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |

**Perspective Owner:**  
**Apartment Number:**  
**Address:**  
**City, State & Zip Code:**

Name of Prospective Owner (print) \_\_\_\_\_  
 Name of Prospective Owner (print) \_\_\_\_\_

Prospective Owner's Signature \_\_\_\_\_  
 Prospective Owner's Signature \_\_\_\_\_

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

**Return To:**

\_\_\_\_\_  
**C/O DYNASTY PROPERTY MANAGEMENT INC.**  
**216 WEST 104<sup>TH</sup> STREET, STE B**  
**NEW YORK, NEW YORK 10025**

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

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

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

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

Apartment Number: \_\_\_\_\_ (the "Lease Premises")

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

CHECK ONE:

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

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

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

Acknowledgment & Signatures:

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

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

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

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

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

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

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

State of New York  
**Division of Housing and Community Renewal**  
Office of Rent Administration  
Website: www.nysdher.gov

**NOTICE OF TENANT  
DISCLOSURE OF BEDBUG INFESTATION HISTORY**

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

Buyer(s) Name:

Subject Premises:

Apt. #:

Date of vacancy of

Proprietary lease:

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

Signature of Tenant(s): \_\_\_\_\_ Dated: \_\_\_\_\_

Signature of Owner/Agent: \_\_\_\_\_ Dated: \_\_\_\_\_



#### EXHIBIT 4

#### HOUSE RULES FOR \_\_\_\_\_.

[NOTE: All references to "Shareholder" in these House Rules also apply to the family, guest and subtenants of the Shareholder.]

- (1) The public halls and stairways of the building shall not be obstructed or used for any purpose other than as entrance to and exit from the apartments in the building, and the fire escapes shall not be obstructed in any way.
- (2) Children shall not play in the public halls, courts, stairways, fire escapes or elevators and shall not be permitted on the roof unless accompanied by a responsible adult.
- (3) No public hall above the ground floor of the building shall be decorated or furnished by a Shareholder in any manner without the prior consent of all of the Shareholders on that floor. If there is disagreement among Shareholders or a question about the decoration or furnishing of the ground floor, the Board of Directors shall decide.
- (4) No article shall be placed in the halls or on the staircase landings or fire towers, nor shall anything be hung or taped on the doors, windows, terraces or balconies or placed upon the window sills of the building.
- (5) No baby carriages, bicycles, scooters or similar vehicles shall be allowed to stand in the public halls, passageways or courts of the building.
- (6) Awnings or window air conditioning units, washing machines, dishwashers or dryers may not be used in or about the building except as shall have been expressly approved by the Corporation. No objects shall be projected out of any window of the building without the express approval of the Corporation.
- (7) No sign, notice, advertisement or illumination shall be written or hung from any window or other part of the building, except as has been approved in writing by the Corporation or its managing agent.
- (8) No radio or television antenna shall be attached to or hung from the exterior of the building without the prior written approval from the Corporation.
- (9) No Shareholder 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 Shareholders. No Shareholder shall play or allow to be played musical instruments or permit to be played a phonograph or a radio or television in a loud manner between the hours of eleven (11:00) o'clock p.m. and eight (8:00) o'clock a.m. the next morning so as to disturb or annoy other occupants of the building.
- (10) 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. and must obtain prior approval from the Corporation or its managing agent.
- (11) 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.

- (12) Toilets and other plumbing fixtures 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 articles be thrown into toilets. The cost of repairing any damage resulting from misuse of any toilets or other plumbing fixtures shall be paid for by the shareholder.
  
- (13) No Shareholder shall send any employee of the Corporation out of the building on any private business of Shareholder.
  
- (14) Birds or animals may be kept in an apartment unless they are, in each instance, expressly disapproved in writing by the Corporation. In no event shall dogs be permitted in any of the public portions of the building unless carried or on a leash.
  
- (15) Complaints regarding the service of the building shall be made in writing to the Corporation or its managing agent.
  
- (16) The Corporation may revoke at any time any consent or approval which it has given under these House Rules.
  
- (17) Shareholder shall observe all rules about the security of the building and its resident which The Board of Directors approves and issues in writing to the Shareholders.

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

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

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